



Lesbian Gay Bisexual Transgender Resource Center

2024-2025 Community Care Interns Descriptions

QTPOC Community Care Interns (2)

The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Community Care and Leadership team is composed of student interns that provide peer mentorship to current UC San Diego students and support with LGBTQIA+ student programming. Peer Mxntors will work with students one-on-one and in group settings to offer holistic support to help students navigate and thrive at UC San Diego. Two Community Care Interns will have an emphasis in serving students in particular areas, first year students one focusing on serving Transfer students.

- Conduct outreach to a caseload of student via phone calls, text, and email.
- Provide 3-4 one-on-one peer coaching sessions to 9-10 students per quarter.
- Provide resource referral to help students with academic retention, student involvement, and identity development. Must be aware of and able to recognize and respond to students in need of additional assistance; provide appropriate referrals to University resources.'
- Provide appropriate consultation and referral to supervisors when appropriate while maintaining student confidentiality; and maintain confidentiality about student caseload, only disclosing information when appropriate to LGBT Resource Center Professional Staff members (not to other student staff)
- Document student interactions and outreach and provide weekly reports to supervisors through online reporting template.
- Assist and support program events including but not limited to LGBTQIA+ welcome orientation, Triton Day, weekly program events, and end-of-the quarter events.
- Meet regularly with Assistant Director to follow up on any cases that are referred.
- Assist Assistant Director in designing and implementing comprehensive programming and events and evaluation of these activities and may include in-service training with other Peer Mentors regarding students of concern
- Assist in the recruitment of Community Care Interns for the subsequent year, and may be asked to assist in onboarding/training

Expectations:

- Be able to understand and articulate social justice issues regarding the LGBTQIA+ community.
- Must demonstrate the ability to work sensitively, tactfully, and patiently with multicultural and diverse populations.
- Must demonstrate active listening skills and reflect a genuine attitude of caring for others.
- Must be committed to the mission and vision of the UC San Diego LGBT Resource Center and serve as an enthusiastic representative of the LGBT RC.
- Have proven experience working cooperatively as part of a team.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Ability to stay well-informed of current events on campus and general campus climate.

POSITION OVERVIEW



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Student interns are responsible for keeping the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) open during operational hours and are the front line representatives of the LGBT RC to the UC San Diego community. Therefore, it is imperative that student interns maintain good connections with all community members by creating and maintaining the RC as an open and diverse space to explore issues of gender identity and sexual orientation. Student internships are tied to their academic careers at UC San Diego. Student interns are required to enroll in the two (2) unit Critical Gender Studies Practicum (CGS 198) for Spring 2024. Each of the nine (9) student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from **June 7, 2024- June 6, 2025**

REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UC San Diego undergraduate student for the entire academic year with registration fees paid in full
- Must be able to work 10 hours per week
- Total employment hours at UC San Diego must not exceed 19.5 hours per week
- Must be able to work afternoon/evening shifts between 4:00pm – 7:00pm
- Must attend Fall Staff Training September 16-25, 2024.
- Must be enrolled in the Critical Gender Studies (CGS) 198 class in the Spring of 2024, Mondays 3-4:20pm
- Must be available Wednesdays 3-4:30pm during duration of the Internship
- Duties may require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.
- Employment is subject to a background check

SPECIFIC RESPONSIBILITIES

Administrative

- Check e-mail once a day
- Complete timesheets every week
- Provide supervisor with quarterly schedule prior to commencement of each academic quarter, and notify supervisor of any schedule changes
- Complete program proposals and evaluations

Front Desk Duty

- Greet incoming visitors
- Give center tours
- Direct visitors to appropriate resources
- Provide primary phone reception
- Perform daily, weekly and monthly space maintenance



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- Open and/or close the Resource Center

Training and Staff Meetings

- Must attend Staff Training September 16-25, 2024.
- Attend weekly supervision meetings, Wednesdays 3-4pm
- Attend weekly small team meetings, Wednesdays 4-4:30pm

Office Hours

- Complete area of responsibility for specific internship
- Complete other projects as assigned by professional staff
- Maintain visible presence in the RC during office hours

LGBT RC Events and Programs (as designated by professional staff)

- Attend and possibly staff LGBT RC Signature Events, including, but not limited to, LGBTQIA+ Welcome Orientation, World AIDS Day, Out and Proud Series, and Rainbow Graduation
- Attend quarterly LGBT RC Advisory Board meetings and present internship report from previous quarter

Academic Integration

- Enroll and complete CGS Practicum (2 units) Spring 2024

Other Duties as Assigned