

Trans and Nonbinary Community Education Intern (1)

POSITION OVERVIEW

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. Each of the student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from **September 1, 2020- June 12, 2021**

Qualifications:

Student staff should:

- Be able to understand and articulate social justice issues.
- Must be committed to the mission and vision of the UCSD LGBT Resource Center and serve as an enthusiastic representative of the LGBTRC.
- 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.
- Previous programming experience around Transgender, nonbinary, and gender identity related issue

Job Duties:

- Responsible for the coordination, outreach, and promotion of the Social Justice Education program in collaboration with Assistant Director and Hiroshi Endowed Intern
- Responsible for updating Social Justice Peer Education Program training materials focused on Transgender, nonbinary, and gender identity related issues.
- Recruit, train, and foster positive relationships with social justice education program facilitators.
- Support implementation of LGBT Resource Center Signature Programs including but not limited to: LGBTQIA+ Welcome Orientation, Transgender day of Remembrance, Transgender Day of Empowerment, and Out and Proud Series).
- Support weekly LGBT RC social justice education and leadership efforts including but not limited to trainings and discussions.

- Respond to all inquiries regarding the Social Justice Education Program.
- Support coordination of social justice education programs, including workshops for various departments and university organizations, facilitator training, and a social justice education program end of the year banquet in collaboration with Assistant Director.

Hour Breakdown

- 2.5 Hours Office Hours at Front Desk
- 1 hour Staff Meeting
- 1 hour 1:1 with Supervisor
- 5.5 hours Program Time

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 7th-23, 2021
- 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.

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
- Open and/or close the Resource Center

Training and Staff Meetings

- Must attend Fall Staff Training (September 7-23rd, 2021)
- 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

Other Duties as Assigned