

# LGBTQIA+ Summer Graduate Internship

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The University of Missouri-Kansas City (UMKC) Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, and Asexual (LGBTQIA) Programs & Services offers a Summer Graduate Internship for a graduate student whose interests are to contribute to the field of LGBTQIA higher education.

The purpose of this position is to support LGBTQIA Programs & Services while gaining practical, hands-on experience. This position works to increase student involvement and to enhance students' collegiate experience through collaboration with diverse populations of students, faculty, and staff.

## Responsibilities

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This position reports to the Assistant Director of LGBTQIA Programs & Services and is approximately 35 hours a week over a two month period; this may include some evening and weekend hours.

The summer graduate intern is responsible for the following:

- Assist with the organization and planning of programs and events
- Collaborate with LGBTQIA Programs & Services and Office of Student Involvement staff on special projects
- Assist with updating and facilitating trainings and workshops
- Assist with updating learning outcomes and assessment procedures
- Learn fundamentals of campus LGBTQIA+ advocacy
- Promote and represent LGBTQIA Programs & Services through events, marketing, and outreach activities
- Assist with office support, such as answering phones, replying to emails, and attending staff meetings
- Meet with Student Affairs Professionals on campus as set up by the Assistant Director
- Take part in professional and personal development discussions and reflection opportunities

## Qualifications

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Applicants must:

- Be enrolled in a Master's or Doctoral program; Student Affairs, Higher Ed, or Counseling program preferred
- Have a genuine interest in LGBTQIA+ programs and services; foundational knowledge about the LGBTQIA+ community preferred
- Be able to work with diverse populations of students and colleagues
- Have effective communication, interpersonal, and organizational skills

## To Apply

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Hiring timeline for Summer Graduate Intern position:

- **February 21:** Application due
- **March 2-6:** Interviews
- **March 20:** Position announced

Applicants must submit the following items to be considered for the internship:

- Completed application, which includes:
  - Current CV/Resume
  - Copy of transcript from current institution
  - Brief response indicating how this internship will further professional and academic interests

[Click here to apply.](#) Electronic applications can be found on the LGBTQIA Programs & Services website. All materials must be received by **February 21, 2020** for the applicant to be considered.

For more information, contact LGBTQIA Programs & Services at [lgbtqia@umkc.edu](mailto:lgbtqia@umkc.edu) or (816) 235-1639.