

LGBTQIA+ Summer Graduate Internship

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

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

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

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 or (816) 235-1639.