

## **UCLA LGBTQ Campus Resource Center Student Intern Position Descriptions**

### **In this document:**

1. Graphic Design Intern job description
2. Office Operations Intern job description
3. Outreach Intern job description
4. Programming Assistant Intern job description
5. Queer and Trans Black, Indigenous People of Color (QTBIPOC) Program Assistant job description
6. Social Media, Web & Marketing Intern job description

<http://lgbtq.ucla.edu/>  
Updated 2020.

## **GRAPHIC DESIGN INTERN JOB DESCRIPTION**

### **Job Description:**

The Graphic Design Intern is responsible for the design and creation of all advertisements and publications for the LGBTQ CRC. As such, this position plays an important role in the branding and overall image of the LGBTQ CRC.

### **Job Responsibilities:**

- Create online publications such as website brochures, online banners and announcements formatted for social media (iphone, MacOS, Windows)
- Work closely with the Programming and Outreach team to enhance and deliver messages from the LGBTQ CRC and its staff to various constituencies in appealing and efficient manner
- Attend weekly staff meetings
- Attend one-on-one meetings with direct supervisor
- Attend signature programs and events if schedule allows including Queerantime Connections, Welcome Back Resource Share/Fair, QT Winter Welcome, Take A Drag and Lavender Graduation
- Other duties as assigned

### **Job Qualifications:**

- Knowledge, sensitivity, and understanding of diverse lesbian, gay bisexual and transgender people in the campus community (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds)
- Must have knowledge and proficiency using design software including Adobe Photoshop, In-Design, Illustrator and Acrobat
- Must have at least some experiences creating print and web graphics, flyers and other promotional materials
- Must have a minimum GPA of 2.0 and currently enrolled in at least 4 units
- Must be able to work quickly and be comfortable working with deadlines
- Must have excellent communication skills

**All applications must include a portfolio (prints in pdf format or online website)**

**After submitting your application, you must email your resume and a portfolio (prints in pdf format or online website) to be considered.**

**If you have any questions, email us at [lgbt@lgbtq.ucla.edu](mailto:lgbt@lgbtq.ucla.edu).**

Hourly Pay: \$15.25

10 hours/week

The Outreach Intern appointment runs from April 2021–June 2021, excluding academic holidays. The Outreach Intern must be available to work 5 hours per week, primarily during LGBTQ Center business hours (though occasional evening and weekend responsibilities may be required).

## **OFFICE OPERATIONS INTERN JOB DESCRIPTION**

### **Job Description:**

The Office Operations Intern serves as a representative of the LGBTQ CRC, provides administrative support, and facilitates effective connections for community members to appropriate resources and services. The Office Operations Intern is also responsible for tasks that maintain the daily functioning of the Center. In addition to clerical duties, the Office Operations Intern assists in training, motivating and guiding the LGBTQ Resource Ambassador volunteers. They serve as a model for the development of good work habits such as punctuality, dependability, cooperation, honesty and efficiency. The Office Operations Intern reports directly to the Administrative Coordinator.

### **Job Duties:**

- Assist the Administrative Coordinator with inventory and organizing office purchases (when on-site).
- Assist in quarterly training and scheduling LGBTQ CRC Ambassadors.
- Assist the Operations Coordinator with the supervision of LGBTQ CRC Ambassadors.
- Maintain inventory and organization of resources and office supplies.
- Perform administrative duties including answering phones and checking email.
- Greet visitors, give tours, answer visitors' questions, and refer them to appropriate resources (when on-site).
- Represent the LGBTQCRC at tabling events/resource fairs (digitally and when on site).
- Staff the front desk when necessary (when on-site).
- Attend signature programs and events if schedule allows including Queerantime Connections, Welcome Back Resource Share/Fair, QT Winter Welcome, Take A Drag and Lavender Graduation.
- Other duties as assigned

### **Minimum Job Qualifications:**

- Knowledge, sensitivity, and understanding of diverse lesbian, gay bisexual and transgender people in the campus community (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds).
- Must be detail-oriented and organized
- Familiarity with Microsoft Office with an emphasis in Word and Excel
- Must be a current student at UCLA and be enrolled in at least 1 course.
- Must have a minimum GPA of 2.0.
- Ability to follow instructions and accepts and applies constructive criticism with a positive attitude to improve performance
- Must be in good academic standing for the term prior to selection and during entire period of employment

Hourly Pay: \$15.00

10 hours/week

The Outreach Intern appointment runs from April 2021–June 2021, excluding academic holidays. The Outreach Intern must be available to work 5 hours per week, primarily during LGBTQ Center business hours (though occasional evening and weekend responsibilities may be required).

**After submitting your application, you must email your resume by Friday, March 19th @5pm PT to be considered.**

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## **OUTREACH INTERN JOB DESCRIPTION**

### **Job Description:**

The Outreach Intern is responsible for connecting the larger UCLA community to the LGBTQ Campus Resource Center. Responsibilities include scheduling tabling opportunities for the Center across various parts of campus, developing education and outreach materials, ensuring accessibility of materials, and coordinating a team of student outreach volunteers. The Outreach Intern reports to the Operations Coordinator.

### **Job Responsibilities:**

- Organize and implement tabling, presenting, and other outreach opportunities in different areas across UCLA's campus
- Present on LGBTQ CRC resources and services to student panels and events, such as Bruin Day/Bruin Bound
- Coordinate a group of graduate and undergraduate students volunteering their time for the Outreach Committee
- Attend weekly meetings to coordinate Outreach plans with the Outreach supervisor, and also with the full student staff
- Communicate with and recruit community partners to LGBTQ Center events throughout the year
- Represent LGBTQ Center at community partners' events and programs to provide information about the Center and resources
- Coordinate with campus partners in the Black Bruin Resource Center to possibly provide drop-in hours
- Conduct virtual Instagram Lives sharing resources and highlighting identities
- Organize student panels with volunteers to share LGBTQ student experiences
- Synthesize and develop outreach materials and presentations including informational handouts for specific identity communities and specific communities across campus (i.e. LGBTQ South Campus students)
- Ensure accessibility of LGBTQ Center materials across campus
- Complete, submit, and maintain files of paperwork associated with outreach planning, implementation, and evaluation in a timely manner
- Market LGBTQ Center events across campus
- Attend signature programs and events if schedule allows including Queerantime Connections, Welcome Back Resource Share/Fair, QT Winter Welcome, Take A Drag and Lavender Graduation.
- Other duties as assigned

### **Minimum Job Qualifications:**

- Knowledge, sensitivity, and understanding of diverse lesbian, gay bisexual and transgender people in the campus community (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds)
- Organized and detail-oriented
- Ability to generate and implement projects
- Ability to take initiative and be self-sufficient in the position
- Ability to follow instructions and accept/apply constructive criticism with a positive attitude to improve performance
- Must be a current student at UCLA and be enrolled in at least 1 course.

- Must have a minimum GPA of 2.0.
- Must be in good academic standing for the term prior to selection and during entire period of employment

**Preferred Job Qualifications:**

- Previous experience interning or volunteering with the LGBT Center
- Work-study

Hourly Pay: \$15.00

5 hours/week

The Outreach Intern appointment runs from April 2021–June 2021, excluding academic holidays. The Outreach Intern must be available to work 5 hours per week, primarily during LGBTQ Center business hours (though occasional evening and weekend responsibilities may be required).

**After submitting your application, you must email your resume by Friday, March 19th @5pm PT to be considered.**

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## **PROGRAMMING ASSISTANT INTERN JOB DESCRIPTION**

### **Job Description:**

Reporting to the Program Coordinator, the Programming Assistant Interns are responsible for assisting with LGBTQ CRC programs and events. Responsibilities can include support with processing paperwork, independently coordinating events to co-presenting with the Program Coordinator.

### **Job Responsibilities:**

- Assist the Program Coordinator with conceptualizing and implementing events (at least 3/quarter)
- Independently execute at least 1 educational workshop
- Independently execute 1 large-scale program (50+ people)
- Attend weekly staff meetings
- Attend one on one meetings with direct supervisor
- Assist in developing funding proposals
- Assist in various administrative duties
- Attend signature programs and events if schedule allows including Queerantime Connections, Welcome Back Resource Share/Fair, QT Winter Welcome, Take A Drag and Lavender Graduation and support smaller scale programs as need arises
- Other duties as assigned

### **Minimum Job Qualifications:**

- Familiarity with issues impacting the LGBTQ community and specifically as it pertains to racial and social justice
- Knowledge, sensitivity, and understanding of diverse lesbian, gay bisexual and transgender people in the campus community (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds)
- Excellent verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to conceptualize and implement projects
- Ability to take initiative, work independently and collaboratively
- Must have a minimum GPA of 2.0 and be currently enrolled student in at least 4 units
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Ability to follow through with tasks
- Ability to receive constructive feedback with a positive attitude to improve performance

### **Preferred Job Qualifications:**

- Prior event planning experience
- Prior group facilitation experience
- Work-study

Hourly Pay: \$15.00

10 hours/week

This Intern appointment runs from April 2021–June 2021, excluding academic holidays. The Intern must be available to work 10 hours per week, primarily during LGBTQ Center business hours (though occasional evening and weekend responsibilities may be required).

**After submitting your application, you must email your resume to be considered.**

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## **QUEER AND TRANS BLACK, INDIGEOUS PEOPLE OF COLOR (QTBIPOC) PROGRAM ASSISTANT INTERN JOB DESCRIPTION**

### **Job Description:**

Reporting to the Program Coordinator, the Queer and Trans Black, Indigenous People of Color (QTBIPOC) Program Assistant Intern is responsible for assisting with the development, implementation, outreach, co-facilitation, and assessment of the QTBIPOC discussion space. Responsibilities can range from independently coordinating dialogue programs to co-facilitating with other graduate/undergraduate students and/or other professional staff/faculty members.

### **Job Responsibilities:**

- Assist the Program Coordinator with conceptualizing, implementing, and assessing the QTBIPOC dialogue weekly series
- Independently or co-facilitate at least eight to nine QTBIPOC dialogue program sessions/quarter, including meeting out of the Black Bruin Resource Center every other week beginning in the fall of 2021
- Coordinate with the LGBTQ CRC professional and student staff to develop and implement a communications strategy to raise awareness and encourage participation and engagement in the QTBIPOC dialogue series
- Outreach specifically to Black, Indigenous and People of Color organizations to strengthen cross campus connections
- Attend weekly staff meetings
- Attend one on one meetings with direct supervisor
- Assist in developing funding proposals
- Assist in various administrative duties
- Attend signature programs and events if schedule allows including Queerantime Connections, Welcome Back Resource Share/Fair, QT Winter Welcome, Take A Drag and Lavender Graduation

### **Minimum Job Qualifications:**

- Familiarity with issues impacting the LGBTQ community, particularly as it relates to racial and social justice. For example, QTBIPOC wellness and mental health topics
- Knowledge, sensitivity, and understanding of diverse lesbian, gay bisexual and transgender people in the campus community (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds)
- Excellent verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to conceptualize and implement projects
- Ability to take initiative and work independently
- Must have a minimum GPA of 2.0 and currently enrolled in at least 4 units
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Ability to work collaboratively and independently
- Open to constructive feedback to improve performance

### **Preferred Job Qualifications:**

- Prior event planning experience

- Prior group facilitation experience
- Previous experience interning or volunteering with the LGBTQ Center
- Work-study

Hourly Pay: \$15.00

10 hours/week

This Intern appointment runs from April 2021–June 2021, excluding academic holidays. The Intern must be available to work 10 hours per week, primarily during LGBTQ Center business hours (though occasional evening and weekend responsibilities may be required).

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## **SOCIAL MEDIA, WEB AND MARKETING INTERN JOB DESCRIPTION**

### **Job Description:**

Reporting to the Program Coordinator, the Social Media, Web & Marketing Intern is responsible for using the Center's website and social media accounts to advertise the Center's events/programs, post educational materials and resources, and monitoring all digital communications.

### **Job Responsibilities:**

- Promote the Center's events and programs through email, website, social media and print flyers when applicable
- Keep the Center's website up to date with current campus resources, educational materials, and large-scale events (Basic knowledge of HTML and CSS strongly recommended)
- Create content for the Center's social media platforms including designing flyers for CRC events, CRC public statements, and other relevant promotions.
- Work collaboratively with Graphic Design intern to maintain the Center's graphic design guidelines and branding.
- Monitor the Center's email and social media communications
- Conduct annual social media analytics
- Create the weekly LGBTQ CRC Bruin Pride newsletter
- Attend weekly staff meetings
- Attend weekly check in meeting with direct supervisor
- Assist in various administrative duties
- Attend signature programs and events if schedule allows including Queerantime Connections, Welcome Back Resource Share/Fair, QT Winter Welcome, Take A Drag and Lavender Graduation
- Other duties as assigned

### **Minimum Job Qualifications:**

- Knowledge, sensitivity, and understanding of diverse lesbian, gay bisexual and transgender people in the campus community (including but not limited to Black, Indigenous, Communities of Color, immigration status, and varying socioeconomic backgrounds)
- Proficiency using Facebook, Instagram, and Twitter
- Proficiency using Canva to create print and web graphics, flyers, and other promotional materials
- Excellent written communication skills
- Excellent organizational skills and attention to detail
- Ability to conceptualize and implement projects
- Ability to take initiative and work independently
- Must have a minimum GPA of 2.0 and currently enrolled in at least 4 units
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Ability to follow instructions and accepts and applies constructive criticism with a positive attitude to improve performance

Hourly Pay: \$15.00

10 hours/week

The Social Media, Web & Marketing Intern appointment runs from April 2021–June 2021, excluding academic holidays. The Intern must be available to work 5-10 hours per week, primarily during LGBTQ Center business hours (though occasional evening and weekend responsibilities may be required).

**After submitting your application, you must email your resume by Friday, March 19th @5pm PT to be considered.**

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