LGBTQ Internship Opportunity for Undergraduate Student

The Institute for Lesbian, Gay, Bisexual, Transgender (LGBT) Studies is an exciting, one of a kind research institute at the University of Arizona. The mission of The Institute is to promote LGBTQ research, curricula, and educational programming. The Institute’s Undergraduate Intern position involves a variety of event coordination, social media, and administrative skills. This internship will provide the opportunity for a University of Arizona undergraduate student to interact with local and visiting scholars engaged in LGBTQ research and to become conversant in the ways scholarship circulates as written, spoken, and performed both on and off campus.

JOB DESCRIPTION

- Assist Program Coordinator with campus LGBTQ programming and events.
- Update on-line calendars with our events, including both campus and community calendars
- Manage Facebook and other social media presence for The Institute for LGBT Studies
- Provide administrative office support to professional staff including copies, scanning, typing, filing, deliveries, list-serve management, database entries, and website updates
- Other duties as assigned

MINIMUM QUALIFICATIONS

- General awareness of social and political issues impacting LGBTQ individuals
- Proficiency in Microsoft Word, Facebook, Twitter, Instagram and other computer and online platforms
- Cumulative grade point average of 2.0
- Demonstrated ability to multi-task and manage time
- Strong communication skills.
- Ability to respond to e-mails in a timely and professional manner.

8 Hours/Week • Fall only

To Apply: Please submit a completed application via email by

Friday, April 27th to:

Casely Coan, Graduate Research Associate

caselycoan@email.arizona.edu

It is the policy of The University of Arizona to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran’s status, sexual orientation, or gender identity.
LGBTQ INTERNSHIP APPLICATION

Summer and Fall 2018 applications due by 11:59 pm on April 27, 2018

1. General Information
   Name:
   Email Address:
   Phone Number:
   Address:
   Year in School:
   Major/Minor:
   Month/Year of Graduation:

2. Academic Credit

   Please highlight or circle the letter next to the type of credit you would like to receive.

   a. Gender and Women’s Students (GWS) Internship Credit
      - Students will be enrolled in GWS 393 – Internship
      - Grades are S, P, C, D, E, I, and W and will be determined by Institute of LGBT Studies’ Director and/or GWS Director of Undergraduate Studies.

   b. Independent Study for Other Departments (All departments welcome to apply!)
      - Students will arrange an independent study within their home department. Applicants will need to identify a faculty member within their department to serve as an advisor for their internship.
      - Grades are S, P, E and will be determined in collaboration between the departmental advisor with input by the by Institute of LGBT Studies’ Director.
      - If you would like to do an Independent Study, please provide the following information:
         o Have you confirmed academic credit with your home department? (y/n)
         o Which department?
         o Number of Academic Credits:
         o Departmental Contact Person name and email address:

3. Essay Questions (please answer all of the following questions on a separate sheet of paper)
   a. How did you hear about our internship program?
   b. Why are you interested in this internship with The Institute for LGBT Studies?
   c. What experiences do you have in the areas of LGBTQ Studies, organizing programming, and/or social media management? What courses and/or experiences have influenced your thinking and knowledge about these areas?
   d. Have you ever been involved in organizing programming or events? Give an example.
   e. Is there anything else we should know about you? What would you bring to this internship, as far as experience, interest, personality traits, or anything else?