

## LGBTQ Life Intern – Job Description

### OVERVIEW

**Position Title:** Student Intern

**Department:** LGBTQ Life, Office of the Dean of Student Life

**Location:** 210 Mattin Center, Homewood JHU

**Reports to:** Demere Woolway, Director of LGBTQ Life

**To apply:** Submit a résumé and a cover letter outlining your interest in the position to [lgbtq@jhu.edu](mailto:lgbtq@jhu.edu) by **Monday, April 21**.

**Description:** The LGBTQ Life Intern is responsible for promoting LGBTQ Life and contributing to its programs. Programming responsibilities include leading small scale programs, assisting with trainings, collaborating with cosponsors, and handling logistic considerations for these events. Promotional tasks include designing and distributing materials in print and online, responding to email and in-person inquiries, and connecting with other campus departments. The position also involves general office tasks and may involve secondary support for other projects within Student Life.

This posting is for 8-10 hours a week for Fall 2014, beginning in August. Pay is \$9.50 an hour.

### Lesbian, Gay, Bisexual, Transgender, and Queer Life

3400 N. Charles Street  
Baltimore, MD 21218

[web.jhu.edu/lgbtq](http://web.jhu.edu/lgbtq) | [lgbtq@jhu.edu](mailto:lgbtq@jhu.edu)



### DUTIES AND RESPONSIBILITIES

#### **Programming**

- ▼ Independently design and lead one program/project a semester.
- ▼ Provide support to events sponsored by LGBTQ Life and other groups, including LGBT History Month, National Coming Out Day, Transgender Remembrance Day, April Awareness Days, and Lavender Graduation.
- ▼ Support educational events such as Safe Zone trainings and Speakers Bureau.

#### **Communications and Promotion**

- ▼ Design flyers, brochures, bulletin boards, and other marketing materials.
- ▼ Contribute content for LGBTQ Life website.
- ▼ Coordinate content for the weekly LGBTQnews email.
- ▼ Advertise events and services to various university populations through appropriate media.

#### **LGBTQ Life Operations**

- ▼ Answer in-person, email, and phone inquiries regarding LGBTQ Life.
- ▼ Meet weekly with staff to discuss community needs and future programs.
- ▼ Perform clerical tasks such as data entry, making copies, and assembling materials.

#### **Other Duties as Assigned**

### DESIRED ATRIBUTES

Open and accepting attitude towards diverse populations and viewpoints, particularly the LGBT community. Must be a currently enrolled JHU Homewood undergraduate student in good standing; by applying, you authorize us to confirm this status. Demonstrated capability to multi-task, stay organized, pay attention to detail, stay motivated without constant supervision, and communicate clearly. Ability to maintain confidentiality. Experience with Microsoft Office suite, graphic design, web design, and/or editing strongly desired. Familiarity with LGBTQ Life and other campus resources necessary.