

**LGBT Resource Center**  
**Undergraduate Education and Advocacy Intern**  
**POSITION DESCRIPTION**

*The Education and Advocacy Intern advocates for the needs of the LGBT community and works to educate the community about current LGBT-related events. They also work with student leaders, faculty, staff, and the overall LGBT community at Cornell to assess the needs of the LGBT community, communicate those needs to appropriate sources, and works to address such needs.*

**RESPONSIBILITIES**

- Communicate with different facets of the LGBT and Ally community to determine the needs of the community and the climate for LGBT individuals on campus;
- Work with student leaders, staff, faculty, and administration to address the needs of the community;
- Work to ensure that various departments across the university address the needs of LGBT individuals as it relates to them (e.g. Gannett, academic units, etc.);
- Create programs and other ways to educate the Cornell community about LGBT-related current events occurring locally, statewide, nationally, internationally, and transnationally;
- Serve as a liaison to various LGBT committees on campus as needed;
- Greets visitors to the LGBT Resource Center, along with providing other general office support;
- Work for six to eight (6-8) hours a week within the LGBT Resource Center;
- Provide a final project each semester showing progress in education and advocacy.

**QUALIFICATIONS**

- Must be a currently enrolled undergraduate student at Cornell University;
- Must have a minimum GPA of 2.5;
- Must be in good academic standing for the term prior to starting and during the entire period of employment;
- Must be available for staff training at the beginning of the fall semester, full staff meetings, and one-on-one sessions with the Interim Director of the LGBT RC;
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/Chicano, Latino/Latina, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning, students with disabilities, and students with various spiritual/religious beliefs);
- Must carry oneself at all times as a representative of the Resource Center, a student leader, and a role model for ones communities and Cornell University;
- Must respect oneself, other staff members, and community members;
- Must maintain a high level of confidentiality with Resource Center documents, meetings, conversations, and visitors.

**COMPENSATION**

- To be determined based on schedule, skills, and experience.