

LGBT Resource Center
Community Outreach and Digital Networking Intern
POSITION DESCRIPTION

The Community Outreach and Digital Networking Intern works to develop and build the LGBT and Ally community by working with student organizations and leaders within the community and by reaching out to other multicultural communities. Additionally, the student will work with the broader Ithaca and Ithaca College communities to further develop the community.

RESPONSIBILITIES

- Regularly communicate with the LGBT students groups about the LGBTQ and Ally community (e.g. the Haven groups, DASH, Greeks United, Out International, etc.);
- Assist the LGBT student groups in building community;
- Help plan events to strengthen the community and bring subgroups together;
- Take primary responsibility for promoting cross-cultural events via Facebook, Twitter, You Tube, and other social media outlets;
- Serve as the liaison to various multicultural and diversity-related groups and offices on campus (e.g. ALANA, the Asian and Asian American Center, Program Houses, etc.);
- Attend group meetings of all LGBT-related organizations at least once a semester;
- Plan and host a community forum once per semester;
- Answers the phone and 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 community outreach;

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 Associate Dean/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.