

**LGBT Resource Center**  
**Graduate and Professional Student Intern**  
**POSITION DESCRIPTION**

*The Graduate and Professional Student Intern provides support to the graduate and professional LGBT student groups and helps assess and address the needs of LGBT graduate and professional students at Cornell. They also provide administrative support to the LGBT Resource Center and its programs, assist in undergraduate student advising, and provide training and educational opportunities for the larger University community. This position also has direct oversight of our Peer Education Program (PEGS).*

**RESPONSIBILITIES**

***Graduate and Professional Student Community Responsibilities***

- Serve as the liaison between the Graduate and Professional LGBT Student Collective and the LGBT Resource Center
- Convenes regular meetings of the Graduate and Professional LGBT Student Collective
- Provides support for the groups within the LGBT Graduate and Professional Student Collective

***LGBT Resource Center – General Responsibilities***

- Plan and implement educational programming (i.e. trainings, workshops, etc.);
- Provide direct oversight, planning, and training associated with PEGS;
- Assist with the scheduling and assessment of PEGS panels and sessions during the academic year;
- Assist with programming including staff training, leadership development, our annual Lavender Graduation, and other events as they develop;
- Coordinate discussion groups and/or night time programming at the Resource Center;
- Assist with the supervision and support of the undergraduate interns;
- Assist with alumni development activities as needed;
- Organize and update programming files and databases for the Resource Center;
- Provides minor administrative support and financial services for the LGBT Student Groups and the LGBT Resource Center;
- Represent the Center at various events and outreach activities;
- Answers the phone and greets visitors to the LGBT Resource Center, along with providing other general office support;
- Works in the LGBT Resource Center for eight to ten (8-10) hours a week;
- Other projects as assigned by graduate interest and skills.

**QUALIFICATIONS**

- Must be enrolled as a graduate or professional student at Cornell;
- Must be available for staff trainings, full staff meetings, and one-on-one sessions with the Associate Dean/Director and/or Assistant 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 have strong organizational skills;
- 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**

- This position is paid at a rate of \$15.00 per hour