

LGBTQ+ Western Intern Job Description

[Application link](#)

Overview:

The LGBTQ+ Intern is a unique position at LGBTQ+ Western. Interns will work with the LGBTQ+ Director and other staff to support special projects and services. They will primarily be connecting their area of academic study to their position, including focus areas.

The hours for this position will vary, expect a minimum of 5 hours per week and a maximum of 19 hours per week.

The LGBTQ+ Intern position is available for 2-4 students, depending on department capacity and staff circumstances.

Internship Program Types

This position is offered in two programs, which share responsibilities but have some differences.

Program 1: Work Study Interns (Up to 19 hours a week)

Work Study students are paid through their work study award. Students will need to include their work study award letter email during the application process. Work study positions end June 13th, 2025. With possible renewal the following fall. Students could also be an intern for just a quarter.

Work study applications will be taken on a year-round basis, but the first set of applications will be reviewed on January 6th, we recommend having materials submitted by January 5th, 2025.

Pay: Work study students are paid \$19.00/hour.

Program 2: Academic Program Interns (Hours vary, maximum 19 hours per week)

Academic Program Interns are participating in our internships for credit through their department.

- Due to the for-credit nature, this is unpaid unless also through work study, or other payment options through the academic program.
- In addition to following any guidance from the academic program, the intern will work with the LGBTQ+ Director to establish a plan for their course of study.
- Most Academic Program Interns are for one quarter only.

- Academic Program Intern inquiries are welcome at any time, ideally 3 weeks prior to the quarter of study.

Application Procedure:

- All interns must apply through the following [LGBTQ+ Internship Application](#) by January 5th to be considered for the Winter 2025 cohort
- Application Materials:
 - **Cover Letter:** 1 page cover letter detailing why you are interested in the position and what qualifies you for the role. Please express your interest in working with LGBTQ+ Western broadly and your goals within the role as LGBTQ+ Intern. Even if you do not have experience working directly with LGBTQ+ populations, it would be a good idea to detail how you intend to support them through this role.
 - **Résumé** A 1-2 page résumé detailing your experiences, including volunteer, academic, and work experience. Top candidates from other searches have detailed transferable skills from their résumé into their cover letter. Please do **NOT** include your personal address anywhere in your materials.
 - **Winter Quarter Schedule** Please attach a copy of your winter quarter class schedule (does not need to include what specific courses) and any other commitments that are not flexible such as other jobs. Can be an image of a calendar or a list of times, preferably broken down each day.
- Interviews will occur January 13th-17
- Estimated start date: January 27th (may vary)

Educational Benefits:

Students employed in this position will develop the following skills and knowledge:

- Skills planning learning outcomes; synthesizing and determining effective methods for content delivery
- Facilitation and leadership development skills
- Event organization and logistics
- Community and online engagement
- Knowledge and skills regarding the practice of student affairs and intersectional LGBTQ+ inclusion and equity work
- Professional and effective communication skills

Students from any area of study are welcome to apply!

Internship Focus Areas:

Each intern will work with the LGBTQ+ Director and LGBTQ+ Western team to identify 1-2 foci for the internship. The intern will primarily work within this focus, while also supporting larger LGBTQ+ Western events and services. This is general focus; students are not fully committed to each task listed here. Not all foci will be chosen for each cohort.

A question about foci will be part of the application, they are:

- **Pride Housing:** The Pride Housing intern(s) will support LGBTQ+ Western and our connection with the Pride Housing floor. This role would engage with students in Pride Housing, help University Residences and LGBTQ+ Western with events for Pride Housing, and provide feedback on improving the affinity housing experience.

This may be a good focus if you:

- Live or have lived on campus
 - Live in Pride Housing
 - Prefer evening hours
- **Online Engagement:** The Online Engagement intern(s) will work with LGBTQ+ Western in enhance our online presence and engagement with students. Discord moderation is one of our priorities. Other projects include updating our website, facilitating online office hours through Zoom or other software, supporting the Media & Outreach Coordinators with Instagram and other social media engagement.

This may be a good focus if you:

- You have social media engagement and/or moderation experience
 - You enjoy online spaces such as streaming, online gaming, etc.
 - You want to work remotely or with very flexible hours, usually outside the 9-5 window
- **Affinity Programs:** The Affinity Program intern(s) will primarily work with the LGBTQ+ Western and other affinity programs. Affinity programs are special spaces that meet regularly to provide support for specific identities. See our current affinity programs here.

This may be a good focus if you:

- Have experience or interest in identity development and intersectional work
 - Enjoy hosting events
 - Want to work a varied schedule, primarily afternoons/early evenings
- **Community Outreach:** The Community Outreach intern(s) will support LGBTQ+ Western in connecting with Whatcom County and other outside organizations. This may include fundraising, event collaboration, consultation, listening sessions, etc.

This may be a good focus if you:

- Have experience with other LGBTQ+ organizations in Washington

- Want to work in the larger Bellingham community
- Want to work evenings and weekends
- **Academic Engagement:** The Academic Engagement intern(s) will focus on relations with specific programs, departments, or colleges at Western. This ideally would coordinate with their area of study.

This may be a good focus for you if you:

- Want to connect your academic work with the job
- Have connections with professors and staff in your area of study
- Want to work a traditional 9-5 timeframe (flexible).
- **Administrative Support:** The Administrative Support intern will focus on administrative tasks such as digital and physical file organization, website design, assessment, etc.

This may be a good focus for you if you:

- Have or want experience in administrative management
- Appreciate order and systems
- Want to work a traditional 9-5 timeframe (though flexible).

The working hours will vary per person, with mandatory meetings that will traditionally occur during business hours. All work will be built around your academic schedule.

These foci are flexible and not every single focus will be selected in any given year. Focus areas are subject to change.

Cohort Model:

When logistically possible, we want to hire on LGBTQ+ Interns together in a group and create a cohort model. A cohort is a group of people in the same program who work together and individually. Interns will have cohort meetings outside of the other LGBTQ+ Western department meetings. They will be a support network for each other.

Workspace:

The LGBTQ+ Interns will have flexibility of where they work, including remotely. If working in person, our primary workspace in the LGBTQ+ Western student staff office, Viking Union 723.

Job Requirements:

Academic Requirements

All interns must be in good academic standing and have a minimum cumulative GPA of 2.0. Term GPAs below 2.0 during employment may result in a Success Plan to help the student succeed.

Required qualifications

- Demonstrated basic understanding of LGBTQ+ identities and barriers to inclusion experienced by college-aged people who are LGBTQ+.
- Demonstrated interest in advancing access, inclusion, and equity of disabled LGBTQ+ people and LGBTQ+ people of diverse racial and ethnic identities, nationalities, and economic backgrounds.
- Ability to facilitate events and discussions.
- Demonstrated ability to communicate professionally and effectively in a manner that is welcoming to people with varying levels of understanding of LGBTQ+ identities and equity issues.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and perspectives.
- Strong professional judgment, organizational, and time management skills.

Position Responsibilities:

Responsibilities of all LGBTQ+ Western positions include:

- Through performance of job responsibilities, advance the mission and goals of the Centers for Student Access, Community, and Intercultural Engagement (formally known as ADEI Unit), Division of Enrollment and Student Services, and the university.
- Participate in all required student staff development trainings, as communicated by one's supervisor. These are currently January 6 and March 3, the day before classes start each quarter. Additionally, monthly short session training will occur in months when there is not a full day of training.
- Participate in weekly staff meetings
- Informed by engagement with peers, share with one's supervisor what is working well and where students are experiencing barriers to access, equity, and inclusion. Keep supervisor informed as needed to support students' safety, well-being, and success.
- Assist with event publicity, set-up and take-down, including preparation of event materials, hanging posters across campus to publicize events, room set-up, and post-event clean-up.

- Represent LGBTQ+ Western and the Centers for Student Access, Community, and Intercultural Engagement including by staffing tables for the department at events and visiting classes.
- Attend 1:1 session with either the Program Manager or Director
- Serve on committees and work groups as assigned by one's supervisor.
- Maintain office and community space that is accessible, welcoming, and inclusive to students with multiple marginalized identities.
- Follow all applicable university policies and laws in the performance of one's job.

Intern Specific Job Responsibilities:

- Develop specific goals and duties for assigned focus/foci
- Attend weekly intern cohort meetings
- Provide a quarterly internship report
- Present on internship experience at end of employment

Questions:

- Please email all questions about the position to lgbtg@wwu.edu
- Some of our staff will be on vacation from Dec 21-Dec 31, so response may be limited