POSITION DESCRIPTION AND PERFORMANCE EXPECTATIONS

GRADUATE INTERN (B)

TEXAS TECH UNIVERSITY
Office of LGBTQIA

Job Responsibilities:

1. **Serving First Generation LGBTQIA Students (50%)**: The Graduate Intern will explore ways to support first generation LGBTQIA during their first year at Texas Tech University. Data collection efforts among students, faculty, and staff at Texas Tech University will be conducted. Benchmark comparisons among peer and aspirational institutions will be included in action planning for implementation.

2. **Serving LGBTQIA Students with Multiple Identities (30%)**: The Graduate Intern will explore ways to offer programming and services to increase the awareness of the saliency of intersecting identities for LGBTQIA students, particularly pertaining to race and ethnicity. Data collection efforts among students, faculty, and staff at Texas Tech University will be conducted. Benchmark comparisons among peer and aspirational institutions will be included in action planning for implementation.

3. **Summit Support (10%)**: The Graduate Intern will assist with the development and implementation of the Big XII LGBTQIA & Allies Summit, March 23-25, 2018.

4. **Other Duties as Assigned (10%)**: These duties may include office support, participation in regular staff meetings and check-ins with the Graduate Assistant and the Lead Administrator for LGBTQIA, and maintaining a professional and affirming cubicle space for other employees, volunteers, and Office visitors.

Requirements: The Graduate Intern must possess strong communication skills. A bachelor’s degree is required and previous student affairs, student activities, or student leadership experience is beneficial. They must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred. Be able to work independently and as a contributing member of the Office’s Power Team.

Performance Expectations: The Lead Administrator for LGBTQIA, in consultation with the Graduate Assistant, will review the progress of the Graduate Intern using the assessment tools provided by the appropriate graduate internship program.

Remuneration: Unpaid Graduate Internship

Hours: The Graduate Intern is expected to develop a schedule consisting of two hours per business day accumulating until 120 hours are logged. This schedule should be approved by the Lead Administrator for LGBTQIA to ensure the needs identified in this description are being met as best possible. Night and weekend hours are required at various times throughout the year.