Summer Graduate Internship

The Penn State Lesbian, Gay, Bisexual, Transgender, Queer, and Ally Student Resource Center offers a Summer Graduate Internship for a student whose interests are to contribute to the field of LGBTQ Higher Education.

# Responsibilities

This position reports to the Programming Coordinator of the LGBTQA Student Resource Center, is approximately 150 hours from mid-May to mid-July, and may include some evenings and weekend hours. Interns will receive housing and possible funds for a meal plan.

The summer graduate intern is responsible for the following:

* Learn fundamentals of a large campus LGBTQA advocacy center
* Work in collaboration with center staff on special projects
* Help prepare fall training for undergraduate interns
* Promote the center through tabling at New Student Orientation
* Work in collaboration with staff to develop materials and prepare for the LGBTQ Service Experience
* Assist with updates to learning outcomes and assessment for the office
* Assist with updates regarding trainings and workshops for the office
* Assist center staff with presenting professional development sessions and workshops, as needed
* Meet with Student Affairs professionals on campus as set up by the Director
* Prepare for the Coalition on Sexual Orientation and Gender Identity (CSOGI) meeting
* Assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner, and attending staff meetings and staff in-services
* Take part in professional and personal development discussions and reflection opportunities

# Qualifications

Applicants must:

* Be enrolled in a Higher Education or related Master’s or PhD Program
* Have a genuine interest in LGBTQA Research in Higher Education

# To Apply

Hiring timeline for Summer 2018 summer graduate intern position:

* **December 18**: Application available
* **January 29**: Application due
* **February 5-9**: Interviews with the LGBTQA Student Resource Center Staff
* **February 19**: Intern position announced

Applicants must submit the following items to be considered for the internship:

* Current CV/Resume
* An essay explaining interest in the internship and how it will further professional and academic interests
* Copy of transcript from current institution
* Two academic or professional references

All application materials must be received by **January 29, 2018** for the applicant to be considered.

For more information, contact the LGBTQA Student Resource Center at lgbtqa@psu.edu or (814) 863-1248.

[**Click here to apply**](https://pennstate.qualtrics.com/jfe/form/SV_cA6pwuLke1tR1l3)