

SAGE Center

Graduate Intern

The Graduate Intern for the SAGE Center reports to the Associate Director of The Center for Intercultural Engagement and will work to create a positive academic, cultural, and social environment where the LGBTQ+ community at Southern can learn, grow, and thrive.

The Graduate Intern will help to cultivate inclusion through social and educational programming, advocacy, and support.

Position Responsibilities

- Develop and execute programs that support and strengthen the mission and values of the SAGE Center.
- Develop and execute programs with other academic departments, student organizations, and campus offices under the direction of and in consultation with the Associate Director.
- Assist with the development and facilitation of LGBTQ+ inclusivity trainings and other training exercises for student, faculty, and staff groups.
- Oversee the general daily operation of the SAGE Center.
- Manage the collection, organization, and upkeep of donations for the Open Door Closet.
- Manage the planning and promotion of large-scale events including Transgender Day of Remembrance and Lavender Graduation.
- Provide support for SAGE Center students to encourage their social, emotional, and academic success.
- Assist Prism in the planning and implementation of educational programs, activities, and special events designed to affirm and empower the LGBTQ+ campus community.
- Research current trends and best practices related to LGBTQ+ student support.
- Manage the SAGE Center Instagram page @scsusage, including posting program flyers, responding to messages, and connecting with other University social media accounts.
- Assist in the selection, training, and supervision of student workers.
- Work with the Associate Director on the creation of a university-wide advisory board comprised of students, faculty, and staff to discuss LGBTQ+ issues.
- Perform other duties as assigned.

Qualifications

- Team player, energetic, computer-oriented, quick learner, people person, organizational skills, attention to detail, multi-tasker, trainer
- Bachelor Degree and pursuit of master's degree required: experience designing LGBTQ+ programming and working with a diverse population preferred; knowledge of current issues of multiculturalism, diversity, and race and ethnic group relations necessary; some supervisory skills and experience strongly recommended and preferred.