



LESBIAN ▼ GAY ▼ BISEXUAL ▼ TRANSGENDER
RESOURCE CENTER
THE UNIVERSITY OF GEORGIA

June 1, 2007

To Whom It May Concern:

The Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center at the University of Georgia is seeking three interns for the 2007-2008 academic year. The three positions are the Community Outreach Intern, Publications Intern, and Assessment Intern.

The LGBT Resource Center's mission is to create a safe and inclusive environment for the LGBT community within the University of Georgia community through educational experiences, both in and out of the classroom, advocacy, and support services that promote the personal, intellectual, and academic growth of all students. The interns are a vital part of fulfilling this mission.

Interested applicants must be enrolled in a degree seeking program at the University of Georgia, be available for the full 2007-2008 academic year, be available during evening hours, and work a minimum of 6 hours per week. Internships can be adjusted to fit the needs of students who have internship requirements for their academic departments.

Position Descriptions

Community Outreach Intern

The Community Outreach Intern is responsible for programs and outreach to the LGBT students at the University of Georgia. This includes staffing information tables at events, coordinating social functions for the community, organizing the LGBT Book Club, and representing the LGBT Resource Center at community events and meetings. Applicants should be organized and detail oriented.

Publications Intern

The Publications Intern is responsible for creating and distributing LGBT Resource Center information and resources to the community. This includes coordinating the Center's weekly newsletter, designing and distributing program advertising, updating the Center's website, and managing information on Facebook. Applicants should be organized and detail oriented. Applicants should be familiar with publication software including Macromedia Dreamweaver, Microsoft Publisher, Microsoft Photoshop in addition to having experience in web and publication design.

Assessment Intern

The Assessment Intern is responsible for managing assessment projects for the Center. This includes keeping the Center's assessment plan up-to-date; developing program outcomes, creating evaluation and assessment instruments; collecting, inputting, interpreting and reporting results; and creating reports. Applicants should have an understanding of qualitative and quantitative research and analysis. In addition, applicants should be familiar with statistical software including Microsoft Excel and SPSS.

Students can apply to become an LGBT Resource Center Intern by sending a cover letter, resume, and references to the following address:

Dr. Michael D. Shutt
LGBT Resource Center
124 Memorial Hall
University of Georgia
Athens, Georgia 30602
mshutt@uga.edu

Please include the following information in your cover letter or resume:

- Year and major
- Position you are interested in applying
- Relevant experiences given the position you are applying
- Interest in being part of the LGBT Resource Center team

You can find more information about the LGBT Resource Center on its webpage at www.uga.edu/lgbtcenter/. If you have additional questions, do not hesitate to contact me.

Thank you for your interest in becoming an Intern at the LGBT Resource Center!

Sincerely,

Michael D. Shutt

Michael D. Shutt, Ph.D.
Assistant Dean of Students
LGBT Resource Center