



EMORY
UNIVERSITY

Office of Lesbian/Gay/ Bisexual/Transgender Life Campus Life

Summer Internship Experience Office of Lesbian, Gay, Bisexual, and Transgender Life Emory University

The Office of Lesbian, Gay, Bisexual, and Transgender Life is seeking applicants for its summer internship program. This program provides graduate students in student affairs preparatory programs with an opportunity to increase their knowledge and experience in LGBT support services in higher education. The graduate intern will be provided several projects that meet the goals and outcomes of the student's academic program as well as the Office of LGBT Life's strategic plan. Opportunities may include:

- Developing online resources related health and wellness for the LGBT community
- Preparing documents and resources for the Office of LGBT Life's CAS review
- Conducting literature reviews to ground all current and developing programs
- Benchmarking programs and services with other institutions of higher education
- Creating visibility and awareness campaigns related to sexuality, gender, and social justice

In addition, the summer intern will have the opportunity to work for the Office of Emory University Conferences. University Conferences at Emory University is a full-service conference operation during the summer. It serves the needs of both internal Emory organizations and external (non-affiliated) groups.

Summer interns are expected to work 10-15 hours per week for University Conferences and 20 hours per week for the Office of LGBT Life. Interns receive university accommodations and a stipend.

EMORY UNIVERSITY'S OFFICE OF LGBT LIFE

Emory University was first institution of higher education in the southeast and the tenth in the country to provide support for LGBT students. Opened in 1991, the Office of LGBT Life works to create a safe and equitable campus environment for students of all sexualities and gender identities. Emory University now boasts nine LGBT student organizations; a thriving LGBT Alumnae/i group with chapters in Washington D.C. and New York; comprehensive domestic partner benefits; a nondiscrimination policy that includes gender identity, gender expression, and sexual orientation; gender neutral housing; and a student health insurance plan that provides coverage for hormonal therapies, mental health care and surgeries for transgender students. In addition, the Office of LGBT Life engages in creative development practices that

have resulted in over \$300,000 in endowed programming and scholarship funds. The Office of LGBT Life launched a five year strategic plan in the spring of 2010 with areas of focus including education, communication/visibility, assessment, inclusion, student development, and resources.

APPLICATION PROCESS

Applicants who wish to apply must:

- Be enrolled in a student affairs or related master's or doctoral program.
- Have an interest in working in LGBT support services in higher education.

All of the following materials must be submitted by January 31, 2014:

- A letter of interest indicating the reasons you are interested in this internship program and how it will meet your personal, professional, and academic interest.
- Current resume.
- University transcript.
- Three professional/academic references.
- Any requirements (e.g. hours, site expectations) your academic program has for your internship site.

Send all materials to the following address by January 31, 2014:

Michael D. Shutt
Office of LGBT Life
Emory University
232E Dobbs University Center
Atlanta, GA 30322
mshutt@emory.edu (preferred)