Internship/Assistantship: Program & Planner

Not Legally Binding

CoC SafeZone seeks to form a network of students, faculty, and staff committed and provided training to safe, non-judgmental, and supportive contacts for CoC community members who self-identify and may be dealing gender identity, expression and/or sexual orientation issues.

Job Description:

Reporting to the Associate Director of MSPS, the Safe Zone Assistant is responsible for the supporting the daily operations of the program including the coordination, development, and implementation of a variety of programs, events, and services that promote understanding through the lens of sexual orientation and gender identity.

MEMORANDUM

DATE: January 14, 2013

TO: Isabel Williams

SafeZone (Multicultural Center; Student Programs & Services)

FROM: David G. Michener, SafeZone Committee Supervisor

REGARDING: CofC SafeZone Intern Responsibilities

SafeZone Intern Responsibilities (January 14, 2014 – May 14, 2014)

Specific duties include:

- Assist with providing education, support, and advocacy for LGBT-identified students and allies, and serve as a liaison to faculty and staff.
- Assist by serving as a Safe Zone resource person by answering questions, resolving problems or directing concerns to the appropriate person.
- Assist the short and long-range plans of Safe Zone.
- Assist with increasing LGBT awareness, knowledge, visibility, and support on campus.
- Researching and advocating effective policies and practices that lessen and prevent sexual violence and assaults against LGBT students.
- Assist with raising the visibility of Safe Zone and promote ally training and development.
- Researching and advising Associate Director with effective policies and practices that support success for LGBT students.
- Assist Associate Director in coordination, marketing, and planning of events (especially the annual Excellence in Collegiate Education and Leadership (ExCEL) Awards with the SafeZone Advocacy Award.
- Attend/manage bi-weekly SafeZone meetings with agenda/minutes.
• Promote an atmosphere of confidentiality (FERPA guidelines) and inform the person coming into my office/room of the limitations to that privacy.
• Be a contact person and utilize the OARS active listening model while engaging students, faculty and staff dealing with issues related to the SafeZone program.
• Train or assist two SafeZone Ally Curriculum/Trainings (101 or 201) per academic semester.
• Attend annual Lavender/Ally Ceremony, support with the semester newsletter, assist with representation of Charleston County Gay Pride, help out with Summer Orientation (alternating schedules), and fundraise for the annual SafeZone Rainbow Student Scholarship and other events as requested per notice by the Steering Committee.
• Provide support, resource options and reference materials to people who are having difficulty understanding or dealing with the sexual orientation/identity of others (e.g., roommate, sibling, friend, etc.)
• Offer support and referral to the SC Bar Association for possible legal assistance for anyone who has been harassed because of her/his sexual orientation, including but not limited to an appropriate campus office or program.
• I can, at any time, call upon other resources I find helpful that are consistent with the mission and purpose of the CofC SafeZone.

Preferred Qualifications:
• Experience working effectively with people with diverse perspectives and experiences, particularly LGBT, diverse race/ethnic, gender, and socio-economic backgrounds.
• Excellent customer service, organizational and time management skills
• Ability to plan, organize and collaborate with various campus offices, student organizations, and local community
• Ability to research, analyze and synthesize data and other information required to prepare reports, and deliver presentations
• Excellent oral and written communication skills for impact with ability to use tact and diplomacy
• Proficiency using Microsoft Word, Excel, databases, and creating Power Point presentations
• Must value diversity and be capable of working in a diverse environment.
• Must also be willing to work for the building of a campus environment that values diversity and inclusion.

***Note***
• Must be able to lift up to 25 pounds
• Must be able to work occasional nights and weekends to assist Associate Director with programs and trainings.

**Persons with disabilities and who may need assistance

_____________________________  01/14/14
SafeZone Intern Signature  Date

_____________________________  01/14/14
SafeZone Supervisor Signature  Date