



i3b's Pride Center Intern

Position Overview

Position Type: Internship, Hourly, Undergraduate Student, Graduate Student

UMBCWorks Position ID: 9329908

Hiring Manager: Lucy Delgado, *Coordinator with Initiatives for Identity, Inclusion & Belonging*,
i3b@umbc.edu

Term: Year round until June 30, 2022 with ability to renew for the 2022-2023 academic year

Starting Pay: \$12.25 an hour with annual increases on the anniversary of your first day, as well as adjustments according to State and Federal minimum wage increases.

Hours: 10-12 hours per week, including center staffing.

Initiatives for Identity, Inclusion, and Belonging (i3b) is a Division of Student Affairs unit who values radical love & belonging, social justice education & development, and equity & advocacy. i3b's work encompasses the Pride Center on-campus located in the University Center building. The Pride Center Intern role is directly supervised by one of the Coordinators for i3b. The main role of the Pride Center intern is to support the day to day operations of the Pride Center as front desk support and engage LGBTQ+ students and allies through programming opportunities and cultivating community. Your role will also include supporting the SafeZone Allyship Development training program through logistics, marketing, and attendance. Although your position is focused on the Pride Center, you will be a part of the dynamic and collaborative i3b team, including attending i3b student staff meetings and retreat. This means you will also be contributing to the larger work of Inclusive Excellence on-campus through this role.

General Responsibilities

- Work 10-12 hours per week in the Pride Center throughout the Fall and Spring semesters, with ability to work during Winter and Summer sessions as well. Must be able to enroll and fulfill all the requirements PRAC098 offered through the Career Center each semester for a minimum of three semesters.
- Staff the Pride Center "front desk" and be a welcoming presence during operating hours. Shifts will be scheduled in mutual agreement with i3b Coordinator and occur during 8:45am-9:15pm, Mondays-Thursdays and 8:45am-5:15pm Fridays.
- Assist with administrative duties (e.g. Pride Center space reservations, emails, and organizing and general upkeep of the physical space).
- Support programmatic efforts of Pride Center through idea generation, marketing, logistics and event execution.
- Market Pride Center and wider i3b initiatives to the UMBC community.
- Meet on a weekly basis with direct supervisor and have one mid-semester and one end of semester review in the fall and spring semester.
- Attend i3b student staff meetings and retreat.
- Act as an ambassador for i3b and Pride Center at cross-campus events and engagements.
- Follow all area regulations within the Code of Conduct. (This is provided during the staff onboarding process).
- Assist with Pride Center's *Pizza at Pride* program.



- Potential to cross support the staffing of the other two i3b centers (i.e. The Mosaic, The Gathering Space for Spiritual Well-Being) on an as needed basis.
- Fulfill all other duties and responsibilities as appropriate and assigned by the Director, Associate Director, Coordinators, and/or Graduate Assistant.

Minimum Qualifications

- Must have a resume approved by Career Center and posted through UMBCWorks.
- Must be a matriculating undergraduate or graduate student at UMBC;
- Must have and maintain a minimum cumulative GPA of 2.5 (semesterly checks will be conducted);
- Must be able to commit to a minimum of one full academic year for at least 10 hours per week. One of the Coordinators with i3b will serve as your primary supervisor.
- Must be able to enroll and fulfill all the requirements PRAC098 offered through the Career Center each semester for a minimum of 3 semesters;
- Must be committed to being a positive role model and demonstrate leadership skills;
- Demonstrated ability to interact and communicate mindfully in person and online with diverse students, staff, faculty, alumni, and other campus community members.
- Be flexible with schedules depending on relevant programs, events and/or student professional development opportunities; Flexibility to work evening and weekend hours on occasion.
- Must attend all training sessions. Dates are as follows:
 - Saturday & Sunday, October 23rd & 24th

Preferred Qualifications

- Demonstrated experience with myUMBC, Gmail, Google Drive, Facebook, Adobe InDesign, Instagram, Linktree, Photoshop, and/or Illustrator
- Demonstrated basic knowledge in any of the following areas: the relationship between identity, power, privilege and oppression, intersectionality, social justice-related theories, intergroup dialogue (e.g. Critical Race Theory, Feminist/Womanist Theory, Queer Theory, Social Identity Theory)
- Demonstrated leadership skills and experience through student organization leadership, civic engagement and/or activism
- Have evening availability (i.e. Monday-Thursday: 5:00-9:15p.m.)
- Have summer and winter availability; and
- Have verbal, spoken, and/or written multilingual skills

Additional Terms and Conditions

- All i3b Student Staff positions are subject to change on a semesterly basis and subject for renewal. Students already hired may switch positions on an annual basis, but is conditional on job performance;
- Performance of each student will be evaluated a minimum of two times per semester and once in the summer and winter (if applicable), and



- Student(s) who do not maintain a GPA above 2.5 for two consecutive semesters will not be considered for contract renewal at the end of the academic year.