CREGS 2017 Internship Positions

Program Description:
CREGS is a community of gender and sexuality studies researchers, educators, activists committed to understanding and addressing the intersections of race, class, gender, and sexuality in the pursuit of social justice. Our mission is to:

• Conduct innovative research that deepens understanding and challenges social inequities for marginalized people and communities.
• To design and implement educational programs that teach contemporary and foundational issues in gender and sexuality studies and that reach a broad audience of students, educators, advocates, and professionals.

Student Internship: Undergrad SXS 699/Graduate SXS 724
*Open to students in all majors
8 regularly scheduled hours per week, with additional hours for staff meetings and special events

Job Description:
We are looking for enthusiastic, self-starting students who are interested in issues of sexuality, gender, race, and disability. All student interns will regularly engage with CREGS staff and/or faculty during the semester. In addition, they will gain tangible skills in their area of focus as well as experience assisting with Center communications, social media, and administration. CREGS is committed to actively involving students in a wide array of Center operations and events. Interns may also have the opportunity to represent CREGS at local meetings, campus events, conferences, events and exhibitions.

To Apply:
Please submit the following to Tobie Klibansky by email (tkaye@sfsu.edu) or in person at our offices, located at SF State Downtown Campus, 835 Market St, Suite 523 (please call the office at 415-817-4512 to confirm that someone will be present).

• One-page statement of interest/cover letter (1000 word maximum). Please elaborate on your relevant professional/educational experience, as well as career plans and the relationship of the CREGS internship to your plans. Please indicate which internship you are applying for. Students may apply for multiple positions.
• Writing sample (no more than 3 pages)
• Current resume or CV

Students of color, LGBTQI students, and students with disabilities are strongly encouraged to apply.
Areas of Focus:

Summer Institute on Sexuality

This internship involves planning and executing the Summer Institute of Sexuality. This Intern will work with directly with CREGS Education Coordinator, faculty, and other staff to coordinate logistics, advertise, and prepare for the event. Interns will have the opportunity to offer creative input and possibly organize events leading up to the Institute.

By the end of this internship students should be able to demonstrate the ability to represent a sexuality and gender research and education center through outreach to regional and local organizations (with emphasis on San Francisco Bay Area community based organizations), online and face-to-face communication with researchers, educators and other guest lecturers, and through creative development of advertising and outreach materials. Students will receive training in seeking out and applying for various sources of funding as well as establishing collaborations with local community-based organizations.

For Summer Institute on Sexuality Internship questions please contact: Zaedryn Meade, zmeade@sfsu.edu

Communications & Media

This internship involves providing content for CREGS media and outreach, including but not limited to the CREGS website; social media like Twitter, Facebook, Linked In, and Instagram; print flyers, trifold brochures, and postcards; and posters. The Intern will work with directly with CREGS Education Coordinator and other CREGS and San Francisco State staff to coordinate logistics, advertise, and connect with students and community members interested in sexuality and gender research and education. Interns will have the opportunity to offer creative input, shape the content put forward by CREGS, and provide valuable social media insight to the CREGS staff.

By the end of this internship students should be able to demonstrate the ability to manage social media for a small organization, create print and web marketing materials, and have knowledge of the process of producing events. Students will receive training in Wordpress, graphic design, marketing techniques, social media management techniques, and event production.

For Communications & Media Internship questions please contact: Zaedryn Meade, zmeade@sfsu.edu
Other responsibilities for all interns may include:

- Maintain and update CREGS website
- Generate content/links to appropriate online information for both the Center’s Facebook page and Twitter account.
- Assist with routine administrative tasks
- Assist in literature searches and reviews supporting messages related to the center mission
- Attend regular staff meetings
- Attend center events