TITLE OF POSITION: Graduate Intern (part time, 15 hours)

DEPARTMENT: Residential Life, Rose Hill (Bronx) Campus

RESPONSIBILITIES:
- Assists Associate Director for Substance Abuse Prevention and Mental Health with the administration of a comprehensive, science-based, substance abuse prevention and early intervention program.
- Provides Screening and Placement Interviews for mandated students referred BASICS and Screening Brief Interventions (SBI) Program.
- Facilitates individualized educational interventions with student caseload.
- Maintains appropriate paperwork, notes and files for students.
- Ensures that students schedule and attend appointments through coordination with staff.
- Attend staff designated events sponsored by the Residential Life office, Peer Educators and Division of Student Affairs.
- Co-ordinates evaluation and assessment to measure effectiveness of outreach, programming events and marketing campaigns.
- Participates in meetings as assigned.

QUALIFICATIONS:
- Bachelor's degree required.
- Enrolled in a graduate program, preferably in Counseling, Higher Education, Social work or related field preferred.
- Counseling background preferred.
- Experience with Student Life, Peer Education, alcohol and other drug education preferred.
- Experience working with college population preferred.
- Possesses an interest and willingness to learn alcohol and other drug prevention and intervention strategies.

HOURS:
- Approximately 15 office hours per week.
- Evening/Weekend program supervision is expected when necessary.

SALARY: Graduate Intern Stipend, weekends and evening events when necessary.

STARTING DATE: ASAP – For a 10 month tenure

SEND LETTER & RESUME:
Jessica Ballou
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