POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern
(Part-Time/Non-Benefited; 15 hours per week)

DEPARTMENT: The Office of Residential Life, Rose Hill

RESPONSIBILITIES:
• Assists Associate Director for Substance Abuse Prevention and Mental Health and Substance Abuse Prevention Specialist with the administration of a comprehensive, science-based, substance abuse prevention and early intervention program.
• Provides brief interventions utilizing BASICS and Motivational Interviewing for students mandated to the Prevention and Support area of the Office of Residential Life.
• Facilitates individual and group interventions with student caseload.
• Maintains appropriate paperwork, notes and files for students.
• Ensures that students attend scheduled appointments through coordination with staff.
• Attends staff designated events sponsored by the Residential Life office, Peer Educators and Division of Student Affairs.
• Assists Substance Abuse Prevention Specialist with the development, implementation, evaluation and assessment 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, Public Health or related field.
• Counseling background preferred.
• Experience with Student Life, Peer Education, alcohol and other drug education preferred.
• Experience working with college population preferred.
• Possess an interest and willingness to learn alcohol and other drug prevention and intervention strategies.

SALARY: Graduate Intern Stipend

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

FLSA CATEGORY: Non-Exempt

START DATE: August 2019 – For a 10 month tenure

TO APPLY: Jessica Ballou
Associate Director of Residential Life for Substance Abuse Prevention and Mental Health
prevention@fordham.edu

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