

STUDENT POSITION DESCRIPTION

PRACTICUM INTERN

Hiring Department: Student Emergency Services

Supervisor: Krista Anderson

Hours per week: 15-20

Length of appointment: Spring 2015

Application Deadline: As Advertised

POSITION OVERVIEW

Contribute and provide case management, threat assessment, and crisis services for undergraduate and graduate students to ensure a comprehensive and holistic approach to student emergencies, critical incidents on campus, student success, and retention. Address academic, financial, residential, student development, mental health, wellness, safety, and behavioral issues with students in need.

This is a non-paid internship position.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS

- Graduate student (master's level preferred) in related field (i.e. educational psychology, student affairs/higher education, mental health, social work)
- Demonstrate an understanding of crisis management, mental health, and student resources.
- Experience working with diverse populations.
- Ability to exercise a high level of discretion, and uphold privacy and confidentiality of student records.
- Excellent oral and written communication skills, and ability to work independently in a fast-paced environment.

DUTIES AND RESPONSIBILITIES

- Facilitate professor notifications for students with class absences relating to an emergency or critical incident.
- Provide comprehensive referral services to students for on campus and community services.
- Process emergency funds for students in financial need as a result of an emergency or critical incident.
- Assist in the support of student victims and survivors of crimes, abuse, theft, assaults or other types of violence.
- Work 1:1 with students through walk-in appointments and incoming calls.
- Manage and update case records and documentation.

HIRING PROCESS

1. Contact Krista Anderson with a cover letter and resume to schedule an interview. Due by October, 10, 2014.

2. Interviews for Spring 2015 placement will be conducted by October 24, 2014, and placement will be offered by October 31, 2014.
3. Expected start date for Spring 2015 is January 20, 2015 (first day of classes).