

CARE Internship

Department: Student Affairs

Title of Internship: CARE (Center for Awareness, Resilience and Education) Intern

CARE Internship Description

Mission Statement:

The mission of the Center for Awareness, Resilience and Education (CARE) is to plan, implement, and promote educational activities which encourage the health and well-being of Baldwin Wallace students. CARE advises a variety of activities and programs, including Baldwin Wallace Informed Student Educators (BWISE), Certified Peer Educator Training (CPE), Active Minds and the Health Promotions Grant Board (HPGB). Graduate Interns assist in achieving this mission through their various responsibilities.

Preferred Background or Skills:

1. Experience and/or interest in programming, planning special events, peer education, and/or working with special student populations.
2. Experience and/or interest in working with college students in an advising capacity.
3. Experience and/or interest in wellness issues, especially alcohol and other drug education, sexual health, and sexual violence prevention.
4. Experience in computer technology including social media, word processing, database management, web page design, marketing campaigns, assessment, and/or publication design

Position Description:

The Graduate Intern is a member of the Student Affairs staff at Baldwin Wallace University and reports to the Director of CARE. The Graduate Intern is responsible for implementing the goals of the CARE office and working toward achieving the Center's mission. The roles of the Graduate Intern include advisor of student organizations, programmer, resource person, presenter, mentor/role model, and administrator.

Major Internship Responsibilities:

Work with the other CARE staff members and organizations to:

- Provide healthy, safe, and fun non-alcoholic programs for the campus community
- Assess culture on campus with regard to alcohol and other drug use and use this information to guide programming and activities
- Work with campus and community partners to combat the occurrence of high-risk drinking by Baldwin Wallace students
- Work with campus and community partners to combat the occurrence of sexual violence in the BW Community
- Develop resources, presentations, educational programs, and bulletin boards on various aspects of healthy living and responsible decision making
- Manage the @livewell.bw accounts on social media platforms and keep a connection with other organizations on campus through social media interactions.
- Work with at-risk populations (e.g. Greeks, athletes and first year students) to proactively address alcohol use, sexual violence and responsible behavior within their communities

- Plan, implement and promote educational activities which enhance the health and well-being of Baldwin Wallace students
- Represent the CARE Office on the Title IX Education and Outreach Team

Advisory Responsibilities:

- Advise CARE student organizations
- Meet weekly with officers of the student organization
- Meet weekly with members of the student organization
- Set goals with the organization's members
- Evaluate progress of the organization's goals and assess effectiveness of the organization's programs
- Provide leadership development and team building opportunities for organization members
- Maintain constant communication including follow-up and feedback with organization members

Additional Responsibilities:

- Assist with national programming times including: National Collegiate Alcohol Awareness Days, Sexual Responsibility Awareness Days, Safe Spring Break, and Sexual Assault Awareness Month.
- Seek out community partners and speakers for the campus community
- Serve and/or chair various committees
- Work with online Alcohol EDU program and ECheckup To Go program
- Serve as a positive role model for students
- Meet regularly with supervisor
- Meet regularly with the CARE staff
- Attend on-going staff development and training
- Support non-alcoholic social alternative programs sponsored by other offices
- CARE Graduate Interns are also responsible for other duties as assigned

Benefit/Stipend:

- 25% tuition discount
- \$6,000 Stipend
- 20 hours of work per week