

THE OHIO STATE UNIVERSITY SUICIDE PREVENTION

Undergraduate Student Semester Internship Position Summary

Thank you for your interest in becoming an Ohio State University Suicide Prevention Program (OSUSPP) Undergraduate Intern! The mission of the OSUSPP REACH© program is to educate all members of the campus community - staff, faculty, and students - about suicide prevention through outreach, education, and advocacy. We believe that suicide is preventable, and that one of the best ways to decrease suicide risk is by reducing stigma related to mental health. Because we also believe that preventing suicide is a shared campus responsibility, the OSUSPP is intentional about identifying and selecting interns who represent a diverse cross section of majors, backgrounds, and student organizations at OSU. Successful applicants will have a strong desire to learn about suicide prevention and OSUSPP REACH© administration.

Job Title: Suicide Prevention Program Undergraduate Intern

Office/Department: The Ohio State University Suicide Prevention Program (OSUSPP)

Location: PAES Building (A420, 305 Annie & John Glenn Avenue, Columbus, OH 43210)

Reports to/Direct Supervisor: Laura Lewis, MA, LPCC-S, Assistant Director of the Suicide Prevention Program/Internship Supervisor

Length of Internship: Fall 2018 Semester or Spring 2019 Semester

Hours Required: 8-10 hours per week

How to Apply: Details about the application process, the application, and the required OSU Staff/Faculty recommender form can be found at www.suicideprevention.osu.edu under "Internships."

Questions: Please contact Laura Lewis at 614-688-5829 or lewis.1422@osu.edu.

Application Deadline: April 13, 2018

Position Summary:

Interns selected to join the OSUSPP team will have the opportunity to become campus leaders in mental health promotion and will work in a variety of campus suicide prevention efforts. Interns will develop skills in professionalism, mental health advocacy, and administration while learning the true meaning of prevention.

OSUSPP interns will serve primarily in a clerical role but will also have opportunities to develop leadership skills, academic/research interests, and career goals through various outreach and programmatic work that supports the mission of the SPP. Responsibilities of

student interns include, but are not limited to, monitoring the development of associate student organizations, preparing for campus suicide prevention trainings, attending weekly staff meetings, social media sharing, technology use, and marketing. Interns will meet bi-weekly with the Assistant Director/Internship Supervisor to develop goals and assess outcomes designed to fulfill the operational needs of the office and strengthen the intern's academic and professional skills and interests. They are also expected to attend weekly one hour staff meetings.

Specific Knowledge, Skills, and Abilities Required:

- Proficiency with email, scheduling, Microsoft Power Point, Word, and Excel
- Time management and efficiency
- Data entry
- Excellent written and verbal communication skills
- Dependability and excellent follow through
- Ability to organize and prioritize tasks
- Cleanliness in a shared staff space
- Work independently and alongside staff members as a team

Internship Will Offer You:

- A variety of interesting and challenging projects and tasks.
- Projects that complement your academic and career interests.
- Broad exposure to the OSUSPP office where you can continue to develop and explore career possibilities.
- Established and agreed upon learning objective goals with the Assistant Director/Internship Supervisor.
- Adequate, reliable, and regular supervision and mentoring in a safe environment.
- The necessary tools and resources to perform the learning goals agreed upon for the duration of the internship.
- A helpful orientation to your internship experience.
- Opportunities to design and conduct outreach, presentations, and other education and advocacy events.
- Experiences collaborating with GAA doctoral and work study students and to help with their projects as needed.
- Real life experience helping to support a full-time campus prevention and outreach office.
- Class credit if desired (with departmental approval).
- An official certificate of internship completion.
- Professional head shot photo and biography on SPP website.

Possible Job Duties and Responsibilities:

- Work with Assistant Director/Internship Supervisor and REACH© work study student to maintain the REACH© request, preparation, presentation, and follow-up process.
- Prepare REACH© materials in bins for upcoming trainings at least one week in advance.
- Contact trainer to confirm training details and deliver materials (drop off or pick up).
- Input dates of tasks completion into database.
- Input participant names from REACH© sign in sheets into main Excel spreadsheet.

- Prepare and send out REACH© certificates and surveys to participants within one week post training.
- Work with Assistant Director/Internship Supervisor and Student Development GAA to enhance grow REACH© Across Borders outreach opportunities.
- Assist with research on international students and REACH© Across Borders.
- Support suicide prevention research projects as needed (CSSL Study, lit reviews, etc.).
- Work with Assistant Director/Internship Supervisor and Student Development GAA to enhance BCAS and PROs student organizations.
- Assist with management of emails and administration of student organizations.
- Organize attendance, shadowing, and practice spreadsheets for PROs.
- Reply to recently trained REACH© students who are interested in PROs or BCAS.
- Create suicide prevention program outreach opportunities with fellow interns to implement on campus.
- Help staff the OSUSPP table at various outreach events throughout the semester.
- Other duties as assigned.

Intern Expectations:

- Become a certified REACH© suicide prevention gatekeeper.
- Develop individual and intentional learning objective goals that are structured into the experience and supervised by the Assistant Director/Internship Supervisor.
- Actively promote your own academic, career and/or personal development.
- Participate in regular experiences of observation, reflection, and evaluation with staff.
- Attend and participate in weekly all staff meetings.
- Attend bi-weekly group intern meetings with Assistant Director/Internship Supervisor.
- Create and maintain with your supervisor a schedule of weekly “in office” hours.
- Talk to your supervisor about any necessary changes to your schedule.
- Respond in a timely fashion to all staff communication via e-mail and telephone.
- Check and maintain your internship mailbox regularly.
- Be on time and prompt for internship office hours.
- Be mindful of your dress, especially when engaging with different campus audiences.
- Maintain an organized and clean shared workspace with other interns and work study students.
- Promote an atmosphere of professionalism and to be courteous and helpful to all.

Internship Evaluation Methods:

- Completion of OSUSPP intern self-evaluation forms.
- Completion of evaluation form by Assistant Director/Internship Supervisor.
- Completion of academic department provided evaluation forms (if applicable).
- As appropriate, email or telephone conversations with intern's advisor or professors.