

THE OHIO STATE UNIVERSITY SUICIDE PREVENTION PROGRAM

Undergraduate Internship Program

Thank you for your interest in becoming an Ohio State University Suicide Prevention Program (OSUSPP) Undergraduate Intern for a semester of your academic career at OSU! OSUSPP's mission is "to develop a comprehensive, effective, culturally responsive, technologically advanced, and sustainable system of suicide prevention at the Columbus and the five regional campuses of The Ohio State University." Successful applicants will be able to offer specific skills to help advance this mission, but also have a strong desire to learn about suicide prevention and OSUSPP administration. We also try to select interns who represent a diverse cross section of majors, backgrounds, and student organizations at OSU.

Job Title: OSU Suicide Prevention Program Undergraduate Intern

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

Location: PAES Building, A424 (305 Annie & John Glenn Avenue, Columbus, OH 43210)

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

Length of Internship: Fall 2019 Semester or Spring 2020 Semester

Hours Required: 8-10 hours per week

How to Apply: Details about the application process and link to the actual application can be found at suicideprevention.osu.edu/outreach/student-involvement/internships/.

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

Application Deadline: Friday, April 12, 2019

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 OSUSPP. Responsibilities of student interns include, but are not limited to, supporting the development of associate student organizations, creating and staffing outreach events, preparing suicide prevention gatekeeper REACH[®] trainings, communicating with staff/faculty/graduate/professional REACH[®] Trainers, weekly

staff meetings, social media efforts, marketing, and others. Interns meet bi-weekly with the Assistant Director 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.

Specific Knowledge, Skills, and Abilities Required:

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

Internship Will Offer You:

- A helpful orientation to your internship experience.
- Established and agreed upon learning goals.
- The necessary tools and resources to perform the learning goals agreed upon for the duration of the internship.
- Supportive, consistent supervision and mentoring in a safe environment.
- A variety of interesting and challenging projects and tasks.
- Projects that complement your academic and career interests.
- Broad exposure to a full-time campus prevention office where you can continue to develop and explore career possibilities.
- Opportunities to design and conduct outreach events and presentations.
- Experiences collaborating on projects with a large staff that include graduate administrative doctoral students and program assistants/FWS.
- Class credit (if desired, and with departmental approval).
- Professional head shot photo and other professional career development opportunities.
- An official certificate of internship completion.

Intern Expectations:

- Become a certified REACH[®] suicide prevention gatekeeper.
- Develop and accomplish learning goals with the Assistant Director.
- Participate in regular experiences self-reflection and program evaluation with staff.
- Attend and participate in all weekly staff meetings and bi-weekly group intern meetings.
- Maintain a regular schedule of weekly "in office" hours.
- Check and respond in a timely fashion to all staff communication systems (e-mail, phone, mailbox, etc.)
- Prompt for all office hours and events.
- Promote an atmosphere of professionalism, respect, support, and teamwork.
- Completion of OSUSPP self-evaluation forms and any academic department provided evaluation forms (if applicable).