

THE OHIO STATE UNIVERSITY
SUICIDE PREVENTION PROGRAM

Fall 2021 & Spring 2022 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! Our 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 offer specific skills to help advance this mission but will also have a strong desire to learn about suicide prevention and OSUSPP administration. We also prioritize selecting 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 2021 Semester or Spring 2022 Semester

Hours Required: 8 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, May 7, 2021

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 learn about prevention while developing skills in professionalism, mental health advocacy, and administration. 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 Peers REACHing Out, Buckeye Campaign Against Suicide, creating and staffing outreach events, preparing suicide prevention gatekeeper REACH® trainings, supporting

Reach Out sessions, communicating with staff/faculty/graduate/professional REACH® Trainers, attending weekly staff meetings, promoting social media efforts, developing marketing materials, and others. Interns meet bi-weekly with the Assistant Director to work on learning 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.
- Excellent written and verbal communication skills.
- Dependability and follow through.
- Ability to organize and prioritize tasks on own.
- Cleanliness in a shared staff space.
- Work independently and collaboratively with staff and volunteers.

Internship Will Offer You:

- A helpful orientation to your internship experience.
- Established learning goals and the necessary tools and resources to achieve them.
- 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).
- An official certificate of internship completion.

Internship Expectations:

- Become a certified REACH® suicide prevention gatekeeper and attend a Reach Out session.
- Develop and accomplish learning goals with the Assistant Director.
- Participate in regular experiences of 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).