

THE OHIO STATE UNIVERSITY  
**SUICIDE PREVENTION PROGRAM**

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## Fall 2023 & Spring 2024 Undergraduate Internship Program

Thank you for your interest in becoming an Ohio State University Suicide Prevention Program (OSUSPP) Undergraduate Intern! Successful applicants will have a strong desire to learn about reducing mental health stigma, suicide prevention, and REACH© suicide prevention gatekeeper training administration. Because we believe that preventing suicide is a shared campus responsibility, OSUSPP is intentional about selecting interns who represent a diverse cross section of academic majors, interests, ethnicity, cultures, and student organizations.

**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/Internship Supervisor

**Length of Internship:** Fall 2023 Semester or Spring 2024 Semester

**Hours Required:** 8 in person 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](https://suicideprevention.osu.edu/outreach/student-involvement/internships).

**Questions:** Laura Lewis (614-688-5829 or [lewis.1422@osu.edu](mailto:lewis.1422@osu.edu))

**Application Deadline:** Friday, May 5, 2023

**Position Summary:**

Interns who join the OSUSPP team for either Fall 2023 or Spring 2024, will have the opportunity to become campus leaders in mental health promotion and whose mission is to engage our OSU campus community of nearly 100,000 students, staff, and faculty through suicide prevention education, outreach, and advocacy efforts. Interns receive excellent training and support alongside a large staff who together work to develop unique ways to educate staff, faculty, and students around suicide prevention and to promote mental health stigma reduction.

Interns will develop skills in professionalism and advocacy while learning the true meaning of prevention. Responsibilities include, but are not limited to, program outreach events

(such as the Fall and Spring Student Involvement Fairs, Out of the Darkness Campus Walk, RUOK? Day, and others), REACH® training administration, attending weekly and bi-weekly staff and internship meetings, social media and website content development, assisting with research projects, and developing marketing efforts for new program initiatives. Each intern will also combine their personal interests with OSUSPP's mission to develop individualized learning/development goals to be achieved during that semester. Additionally, interns create and implement a "legacy project," which culminates the internship experience and offers a way to leave their personal passion mark on our program.

**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
- Work independently and collaboratively with staff and volunteers.
- Cleanliness in a shared staff space.

**Internship Offers:**

- 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).

**Expectations:**

- Maintain a regular schedule of 8 weekly in person office hours.
- Become a certified REACH® suicide prevention gatekeeper.
- Develop and accomplish learning goals with 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.
- 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 self-evaluation and supervisor forms.