NASPA®
Student Affairs Administrators
in Higher Education

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Job Title: Health, Safety, and Well-being Initiatives Summer Intern

Office Information/ Purpose:
NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. The Health, Safety, and Well-being Initiatives of NASPA supports collegiate health educators, sexual assault preventionists, peer educators and advisors by empowering students and student affairs administrators to create campus environments which are healthy, safe, and well.

Job Summary:
The Health, Safety, and Well-being Initiatives of NASPA summer intern will assist staff with departmental related projects. The summer intern will provide assistance and support to two grant programs: the Coalition of Colorado Campus Alcohol and Drug Educators (CADE) and Healthy Colleges Montana (HCM). Additionally, the summer intern will support the Culture of Respect team as well as providing administrative support to larger peer education initiatives.

Working collaboratively with the Health, Safety, and Well-being Initiatives of NASPA team, the summer intern will assist in the creation of programs and services that support collegiate prevention and education of alcohol, tobacco, cannabis, other drugs, and sexual assault. The students in this position will report to the Assistant Director of Health & Well-being Initiatives.

Required Qualifications:

- Bachelor's Degree preferred, pursuit of degree accepted
- Interest and/or experience in tobacco control, alcohol and drug abuse prevention, and/or sexual assault prevention is preferred
- Demonstrated writing, communication, and knowledge of computer software applications
- Strong attention to detail, especially with financial documentation and contracts
- Capacity to balance multiple priorities and meet deadlines

The successful candidate will be a collaborative and creative self-starter who can also work independently. This student should be able to expand upon existing programs and relationships, as well as produce new ones, which will increase membership and program offerings.

Summary of Responsibilities:
The Health, Safety, and Well-being Initiatives of NASPA summer intern will serve larger organizational and departmental initiatives, working to help develop and support as follows:

- Assist the planning and preparation of the 2019 Cannabis Summit
- Assist the planning and preparing of the 2019 HCM summer training
- Support the advancement of Culture of Respect Initiatives through cohort support
- Contribute to current Certified Peer Education program efforts
- Participate in a statewide initiative for collecting and evaluating National Collegiate Health Assessment data
- Collaborate with the team to update and refine Online Learning Communities

- Refine documentation to create best practices toolkits and resources for campus prevention teams
- Facilitate web and social media presence
- Assist with various planning aspects of the annual General Assembly conference
- Participate in staff development and discussions when feasible
- Participate in Health, Safety, and Well-being Initiatives of NASPA Initiatives meetings as indicated
- Participate in NASPA organizational meetings as appropriate
- Other duties agreed upon and assigned

Other Provisions:

- A total of 200 hours will be worked. Length and weekly work schedule will be agreed upon between intern and supervisor.
- Some remote work may be approved, though the position is predominately based out of the NASPA Denver Office.
- Compensation will be a $2,000 stipend
- A NASPA laptop will be used for work purposes

*Please email cade@naspa.org with questions or application materials (resume and cover letter).