Summer 2019 Student Internship
Student Wellness Center
Division of Student Affairs
UNIVERSITY of CINCINNATI

Job Description:
The Student Wellness Center 2019 Summer Intern will gain practical experience working in a college wellness center with opportunities to enhance their understanding of health promotion and expand their program planning, public speaking, administrative, and interpersonal communication skills.

Specific Responsibilities:
• Under supervision, the intern will...
  o Provide administrative office support to the Student Wellness Center. These duties include, but are not limited to, greeting visitors to the office, answering phone calls, making copies, and restocking supplies and materials.
  o Create posts for the Student Wellness Center’s social media accounts.
  o Assist in the management and delivery of the “Catch the Party Buzz” event at orientation. This evening program educates incoming students about alcohol, personal safety, gender-based violence, and other topics.
  o Help manage “Spotlight” at orientation. The purpose of this event is to outreach to incoming students and inform them about the resources found at the Student Wellness Center.
  o Carry out research analysis and data collection, as needed.
  o Review and update content of presentations and online resources.
  o Deliver presentations on health and wellness topics to campus partners when needed.
  o Assist with the marketing and promotion of the Student Wellness Center programs and events.
  o Help deliver the Student Wellness Center skit for incoming students at summer orientation.
  o Research grant/funding opportunities.
• With the approval of their supervisor, the intern will also have the opportunity to create their own project that benefits the Student Wellness Center and/or overall University of Cincinnati student body.

Minimum Qualifications:
• Must have a special interest in the health promotion and education field.
• Must be available to work some nights and weekends.
• Must value diversity and inclusion.
• Must be age 16 or older.

Preferred Qualifications:
Preferred applicants for this position must have excellent oral, written, and interpersonal communication skills, and experience with the Microsoft Office Suite. In addition, preferred applicants will be self-starting, organized, and possess strong attention to detail. Preferred applicants will also have the ability to function as part of a team, and possess strong problem-solving, multitasking, and time management skills.

Pay: Unpaid Internship.
Start Date: May 2019 (Specific start date in May 2019 is negotiable).
Appointment: May 2019 – August 2019 (End date in August 2019 is negotiable).

All applicants must apply at jobs.uc.edu under REQ #35765: and include the following in their application:
2. Cover letter identifying applicant’s qualifications and relevant experience.
3. List of two professional references.
4. Answer supplemental questions.