

Fieldwork Opportunity at University of Redlands

Student Life: Office of Community Standards & Wellbeing

Description of Internship (duties and responsibilities):

The Office of Community Standards & Wellbeing is looking for graduate students in the School of Education to serve as Graduate Assistants, and help Student Life promote, educate and uphold the standards of the University of Redlands College of Arts & Sciences community. Graduate Assistants will receive hands on training in health education and prevention, motivational interviewing, FERPA and other legal guidelines, assessment methods, and strategies for having one on one meetings with students; to help prepare them for various future careers in many areas of Student Affairs, Counseling, or Higher Education. The Graduate Assistants will be directly supervised by a member of the Office of Community Standards & Wellbeing. In addition there is the possibility to tailor responsibilities based on the individual experiences and interests of candidates.

Core Responsibilities:

1. Working with the Director & Assistant Director of the Office of Community Standards & Wellbeing to promote a safe and healthy University of Redlands Community
2. Conduct individual meetings with students to facilitate University Community Standards Processes.
3. Maintain records on student meetings, and appropriately report issues
4. Maintain appropriate levels of confidentiality and privacy
5. Facilitate Foundations of Community & Wellbeing sessions for University of Redlands New Student Orientation
6. Serve as a resource for all persons involved with University of Redlands' Community Standards process
7. Meet weekly with Supervisor & Graduate Assistant Team

Potential Responsibilities based on Individual Interests:

1. Adjudicate cases for individuals accused of violating the Code of Student Conduct
2. Advise Student Organization Board or Peer Review Boards in adjudicating cases against students or organizations accused of violating the Code of Student Conduct
3. Case Management to refer students in distress to appropriate resources
4. Facilitate Alcohol and Drug Harm Reduction Classes for students found responsible for violating the University of Redlands' Alcohol & Other Drug Policy.
5. Identify and address behavior trends on the University of Redlands Campus Assess departmental initiatives, student learning and/or behavior change

Marketable skills Graduate Assistants will be provided:

1. Training and experience in Motivational Interviewing, a counseling technique designed to help students/clients make and maintain positive changes in behavior.
2. Training and experience in formal and informal student conduct processes, conflict resolution, and restorative justice techniques.
3. Training and experience in using behavioral record management software (Maxient) to track students, trends and workflow.
4. Opportunities to attend regional drive in conferences or other professional development/networking opportunities with colleges and Universities in our region.

5. Training on the Family Education, Rights & Privacy Act (FERPA) and other legal guidelines as they apply to the work of the office.
6. Training and experience in health education and behavioral intervention techniques including intervention delivery, research and assessment, and strategic planning.
7. Experience in departmental assessment.

Intern Qualifications:

1. Acceptance, or current enrollment, in a University of Redlands School of Education graduate program
2. Direct or transferrable experience working with traditional age college students
3. Willingness and ability to assume responsibility for confidential record keeping
4. Exceptional written and oral communication skills
5. Computer literacy

Assignment Start Date:

7/15/2017 (Flexible)

Assignment End Date:

5/31/2018, Potential for 2 year appointment

Internship Schedule (mandatory days and hours):

The schedule is flexible based on the interns' schedules. The preferred work times for interns would be Monday through Friday afternoons and/or evenings; weekly schedules will fluctuate based on the time of year, averaging between 5 to 10 hours per week. Interns will meet bi-weekly with their site supervisor.

Is this an unpaid or paid Internship?

Unpaid

Number of Openings:

2-4 openings

How to Apply:

To apply please submit a resume and cover letter to Kimberly_Myers@redlands.edu by June 7, 2017