

## Hilbert College Counseling Center Student Personnel Intern

- Market Counseling Center to students, faculty, and staff.
- Assist in engaging residence hall students and commuters.
- Assist in Orientation Programs
- Develop and coordinate workshops and educational programming.
- Work as a "gatekeeper" to the center - being available when the director is in session or off campus
- Assist in group therapeutic support systems such as We C.A.R.E. Workshops and special programming opportunities.
- Administer and interpret screening programs for alcohol and drug use, eating disorders, mental health issues, etc.
- Assist in Alcohol Awareness Week and other health related activities.
- Assist in S.A.D.D. Club activities.
- Assist in day-to-day activities of the Counseling Center.
- Attend counseling directors, Small College Consortium meetings, and other related educational opportunities.
- Participate in college-wide activities related to the Counseling office.
- Assist with special assignments.
- Submit monthly reports related to activities of the Counseling Center.
- Attend supervisory evaluation meetings as needed.

When opportunities are available, interns may assist other departments in various activities.

We hope to give the "right individual" an wide variety of educational opportunities.

Hours are flexible. Starting date would be "about" August 15<sup>th</sup> - but can be negotiable.