Wellness and Prevention Services Collegiate Recovery Community (CRC) Intern
Wellness and Prevention Services, Appalachian State University
Last revised: 5/17/2023

Location: Miles Annas Student Support Building
Supervisor: Jordan Kessler, Collegiate Recovery Community (CRC) Coordinator

Applicants who are able to serve as an intern for the entire academic year will be preferred. Applicants who will receive course credit for an internship through Appalachian State University in either the Fall 2023 or Spring 2024 semester will be preferred.

The purpose of the Wellness and Prevention Services Collegiate Recovery Community Intern is to support the mission of Wellness and Prevention Services by assisting with Collegiate Recovery Community activities facilitated by Wellness and Prevention Services for Appalachian State University students. The position will assist with the coordination and facilitation of Collegiate Recovery Community events, meetings and social media. Wellness and Prevention Services seeks to serve all Appalachian State students through the promotion of healthy behaviors, risk behavior modification services, and advocacy for campus-wide health policies which facilitate student success and holistic well-being. Our student interns support this vision by expanding capacity for health promotion activities. This position will also assist with other tasks in the department as needed, such as front desk coverage and support for non-mental wellbeing related events. All necessary training will be provided.

Refer to the Wellness and Prevention Services website for more information about our mission, structure and those that we serve.

Duties/Responsibilities include but are not limited to:

- Assisting with the coordination of Collegiate Recovery Community events and services, which includes planning, coordination, facilitation, promotion and evaluation of Collegiate Recovery Community events and services
- Assisting with Recovery Ally Training - keeping training updated with current Wellness and Prevention Services contacts, reaching out to clubs and organizations to schedule trainings, and facilitating Recovery Ally Training
- Ensuring that the CRC has an active online presence - making sure all CRC events are uploaded to Engage and the Wellness and Prevention Services website, managing the App State CRC Instagram page, making sure that the App State CRC LinkTree is up to date, and responding to email communications to the App State CRC email address or forwarding to the appropriate party
- Tabling in the student union in order to increase awareness of the CRC
- Maintaining the stock of the Mountaineer Food Hub Wellness and Prevention Services satellite site
- Assisting with coordination of health promotion services, which includes planning, coordination, facilitation, promotion and evaluation of services
- Educating and spreading awareness about Wellness and Prevention Services to the campus community
- Assisting all personnel in the department with their work, as needed

The ideal candidate will have the ability to work independently and refer to work expectations to complete assigned tasks.

**Preferred qualifications for this position are:**
- Experience as a peer health educator
- Experience and desire to promote and support recovery services

*Most work is typically completed during the weekdays 9am-5pm with at least one weekly evening activity and occasional, infrequent weekend engagements. Please submit work availability when applying.*

*Student will work 20 hours per week.*

*Length of student’s employment is August 21, 2023 - May 19, 2024.*

*Position will earn $11.25/hour*

*The intern will primarily work in-person at the Department of Wellness and Prevention Services in the Miles Annas Student Support Building. Work from other on-campus locations and remote work may be permitted on occasion, with prior supervisor approval.*

*All genuinely interested and available undergraduate students will be considered.*

*Candidates will be evaluated based on internship eligibility, qualifications, and an interest in developing skills relevant to the position.*

*If selected, please be prepared to present I-9 documentation establishing your work eligibility at the beginning of your employment.*

**Career Readiness and Enhanced Skill Sets:**

*Need more information? Refer to the National Association of Colleges & Employers website*

- Critical Thinking & Problem Solving - The intern will develop these skills by being an active participant in health promotion coordination meetings, where they will participate in critical thinking and problem solving related to event planning
- Oral & Written Communication - It is of the utmost importance that the intern communicate with students attending health promotion event in a thoughtful manner
- Teamwork & Collaboration - Wellness and Prevention Services highly values our student work force to enhance Wellness and Prevention Services events and services. The intern will be encouraged to share their thoughts and feelings about services and events. Our services can never improve without the input of our student staff.
Digital Technology - The intern will utilize various technologies during this internship, including Canva, Instagram, Engage, Adobe Creative Cloud and Google Cloud. The intern will be trained to navigate these on a daily basis.

Professionalism & Strong Work Ethic - The intern will learn to acknowledge their shared role as a member of the Wellness and Prevention Services team to accomplish assigned tasks.

Career & Self Development - Working with Wellness and Prevention Services will allow the intern to develop wellness habits. With daily interactions with Wellness and Prevention Services staff, the Student Assistant will have endless access to our department’s beneficial resources. Our expectation though, would be that all of our student workers help “get the word out” to their peers to utilize our services.

Equity & Inclusion - We serve every and all Appalachian State students. Our intern will interact with other students from diverse backgrounds and cultures. By observing and demonstrating our consistent level of respect and inclusivity to all students, the intern will gain knowledge, value and appreciation of all individuals’ differences.

Leadership - Wellness and Prevention Services strongly encourages all of our students to explore opportunities that highlight their strengths, helps them develop interpersonal communication skills and encourages them to positively leverage their team members to accomplish shared projects.

Office of Disability Resources Accommodations: Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828.262.3056 or odr.appstate.edu)

AA/EEO Statement: Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Requested documents for applying:

- Cover Letter that highlights relevant skills
- Resume - need assistance with your resume? Visit Career Studio resources to help you get started.
- Fall Semester work availability
- Unofficial copy of your transcript
- If available, any documentation provided by your department regarding internship site expectations

Apply at: https://wellness.appstate.edu/internships