STUDENT INTERN – JOB DESCRIPTION
Safer, Campus Health & Wellbeing
California State Polytechnic University, San Luis Obispo

POSITION AVAILABLE: Student Intern
APPOINTMENT: 2019 – 2020 Academic Year
COMMITMENT: 10-12 hours per week, including nights and weekends

Position Purpose: Safer, a program of Cal Poly Campus Health & Wellbeing, contributes to the University’s commitments to diversity & inclusion, student empowerment, and learning by doing.

Safer student interns will support and lead initiatives and services of Safer. The student interns will be responsible for collaborating with a team of professional staff, paid student assistants, interns, and Street Team volunteers. Student interns will be chosen based on their breadth of knowledge of gender-based violence, communication & leadership skills, effectiveness in implementing campus prevention education and response strategies, and contributing to Safer’s mission, vision, and values.

Required Responsibilities

- AVAILABILITY
  - Complete 10-12 hours of work in the Safer office or on assignments
  - Consistently & urgently communicate changes to schedule or attendance status
  - Mandatory Attendance
    - Weekly staff meetings: Tuesday 11:10AM – 12:00PM
    - BACCHUS Peer Educator Training: September 9 – 13, 2019
    - Safer Staff Retreats
      - Fall
      - Winter
      - Spring
    - Week of Welcome: September 15 – 22, 2019
    - Open House: April 16 – 18, 2020
    - Take Back the Night: April 23, 2020

- TRAINING
  - Complete Safer Leadership Training
  - Complete BACCUS Peer Educator Training
  - Complete ongoing supplemental learning that highlights sexual assault, domestic violence, dating violence, stalking, harassment, primary prevention, bystander intervention, trauma-informed responses, advocacy, reporting options, and all intersections

- COMMUNICATION
  - Maintain communication with direct supervisor & set-up weekly meetings
  - Communicate all attendance & capacity needs
  - Regularly collaborate with staff and Street Team members
  - Utilize the Cal Poly email credentials and calendar system for all Safer scheduling & correspondence
  - Promptly respond to all program communications (email, phone, staff meetings)

- NETWORKING
  - Develop relationships and serve as liaison to other campus and community partners
  - Represent Safer at various campus & community events
  - Consistently uphold Safer’s mission, vision, & values
  - Accurately and positively represent Safer in all contexts

- COMMUNITY DEVELOPMENT & PROGRAMMING
  - Be visible and available in the office, CHW Center, and at community events in order to understand the needs of our communities and encourage student empowerment
Assess campus climate and communicate healthy norms that prevent the occurrence of gender-based violence
- Coordinate/assist with planning, preparing, and executing Safer programs
- Coordinate/assist research, design, and implementation of educational materials
- Uphold an equitable, inclusive, and confidential environment that provides an accessible space for clients and staff to succeed
- Practice a growth mindset and engage in self-improvement that strives for the betterment of yourself within the Safer team

**OTHER DUTIES AS ASSIGNED**

**Required Qualifications**
- Ability to understand, articulate, and learn about issues surrounding gender-based violence
- Ability to work within the philosophy, mission, and purpose of Safer
- Ability to understand and continue building awareness of survivor issues
- Strong interpersonal communication skills
- Demonstrated ability to work autonomously, multi-task, and manage time effectively
- Passion for learning, strategizing, and implementing initiatives to prevent gender-based violence and support survivors

**Preferred Qualifications**
- Previous or current membership at a sexual assault/domestic violence resource
- Event, programming, marketing/branding and/or project management experience
- Previous or current membership in student leadership and involvement in cultural or social justice-oriented student organization
- Passion for working with oppressed/survivor populations and topics related to gender-based violence
- Understanding and willingness to create an inclusive and equitable community
- Ability to facilitate community development among individuals and groups

**Academic Qualifications**
- Enrolled as a Cal Poly student for 2019 – 2020
- Must be in good academic and judicial standing (quarter prior to and during internship period)
- Must have a cumulative Cal Poly GPA of 2.5 or above
- Must have a flexible schedule (some weekends and evenings required)