

Alcohol & Other Drug Services (AODS) Graduate Intern Job Description

Overview:

The Office of Alcohol & Other Drug Services (AODS) at Harvard University seeks a highly motivated, creative, and energetic graduate student who is passionate about advancing the mission of AODS, which exists to promote low-risk choices among students in an effort to reduce the negative consequences associated with heavy, episodic drinking and substance abuse. This internship is designed to provide graduate students with exposure to the fields of college health and student affairs administration through providing administrative, programmatic and research support to the Director of AODS.

Job Title:

Alcohol & Other Drug Services (AODS) Graduate Intern

Reports to:

Ryan Travia, Director of Alcohol & Other Drug Services

Number of Hours Required Per Week:

15 hours/week during fall and spring semesters (approximately 30 weeks)
Appointment to begin on/about September 1, 2009 and concludes on/about May 31, 2010

Job Description:

The Graduate Intern assists AODS Staff with the design and implementation of educational programs and outreach pertaining to alcohol and other drugs. The Intern may receive training in Brief Alcohol Screening & Intervention for College Students (BASICS), with the possibility of serving as a BASICS Provider for students referred to AODS for a psycho-educational intervention (familiarity with Motivational Interviewing, Stages of Change, and BASICS a plus). The Intern will develop an annual high-risk drinking calendar and conducts ongoing research and evaluation to assess program efficacy and analyze substance use trends at Harvard College. He/She will meet with the Director of AODS for weekly supervision to discuss and plan ongoing initiatives, attends bi-weekly AODS Staff Meetings, and will serve on University committees as needed, including the AODS Campus-Community Collaborative. The Intern collaborates with AODS staff on the development of new projects and campaigns in the interest of both parties, and completes other duties as assigned. The successful candidate will have strong interpersonal, organizational, and communication skills, and can manage his/her time effectively. Masters or doctoral students in counseling, public health, or higher education administration will be given priority consideration.

Compensation:

\$15.00/hour

How to Apply:

Letters of interest and resumes can be submitted electronically to Ryan Travia at rtravia@uhs.harvard.edu. Applications are due by June 30 at noon.