The Centers for Health, Counseling, and Wellness at Bentley University are committed to the provision of high quality, confidential, accessible, evidence-based clinical medical and mental health care within a coordinated and collaborative care model.

Within this collaborative model, the Office of Wellness & Health Promotion utilizes evidence informed, health promotion, and preventive strategies to support the development of lifelong health promoting behaviors among Bentley students.

There are four key areas of focus for our work. These include emotional wellbeing, substance use, sleep, and sexual and reproductive health. The department utilizes a collaborative approach to address each area at the individual, interpersonal, community and institutional levels.

**Location:** 175 Forest Street, Waltham, MA 02452

**Hours:** 10-15 hours per week. The office is open between 8:30am-4:30pm and some evening hours may be required.

**Field Supervisor:** Director, Office of Wellness & Health Promotion

**Position Description:**

The Office of Wellness & Health Promotion is seeking a Graduate Intern for the 2020-2021 academic year. The Wellness & Health Promotion Graduate Intern will utilize National College Health Assessment Data, and prevention education and student engagement methods to develop strategic health and wellness initiatives that address our key priority areas of emotional wellbeing, substance use, sleep, and sexual and reproductive health for our student population.

The Graduate Intern may also assist with advisory or mentoring roles for our 2-3 undergraduate student staff and team of 10-15 peer health educators.

Not only is this position situated within a coordinated and collaborative care model, the intern will have the ability to work with professionals across the Division of Student Affairs and our faculty.

**Scope of Work:**

Upon completion of this internship you will gain experience in the following areas:
- Utilize data to assess community health needs
- Use evidence and theory to inform program design and implementation
- Experience with health communication and marketing
- Curriculum development
- Design tools to evaluate program outcomes

Minimum Requirements:
- Experience with Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google Drive
- Familiarity with design tools such as Canva or Adobe Spark
- Able to work with diverse populations
- Able to work independently and collaboratively with excellent oral and written communication
- Flexible schedule and ability to work some evenings as needed
- Knowledge of prevention models and health behavior change theories and principles

Preferred Qualifications:
- Experience working in higher education
- Experience working with youth and/or young adults
- Experience as a peer educator or held a student or youth leadership role in an undergraduate program or community setting
- Experience with program design, development, implementation and/or evaluation

Estimated Number of Hours: 450 max total hours, about 10-15 hours per week.

Preferred Start & End Dates: Week of August 16, 2020 through May 7, 2021

Application Instructions & Deadline: Please send resume and cover letter to Jessica Greher Traue, Director, Office of Wellness & Health Promotion at jtraue@bentley.edu. Students should apply no later than Friday May 1st, 2020 at 5:00pm.

Other Information:

This internship is paid with a max stipend of $7,000.

A car may be helpful to complete this internship. If a car is used, parking on campus is free. Bentley is accessible by Bentley shuttle throughout the school year with pick-ups at Harvard Square and Waverly Commuter Rail Station. The MBTA 554 bus also drops off on Beaver Street adjacent to campus.