University Student Housing at Texas Tech University promotes each student’s learning experience by creating safe environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Prevention Education Intern, works with the Residence Life Professional staff to assist in achieving our mission and goals. As a member of University Student Housing, the Prevention Education Intern will assist in various areas of residence life, which could include the development of comfortable learning communities that foster academic success, as well as assisting individuals with their personal needs and concerns.

Essential functions or fundamental job responsibilities for the job of Prevention Education Intern include having the ability to: (1) assist with the development of the STEP UP! program; (2) assist in training students for participation in the STEP UP! program; (3) assist in marketing of the STEP UP! program; (4) present other bystander intervention and educational programming to on campus organizations.

Essential functions necessary for the job in the area of communications include the ability to: (1) prepare powerpoint presentations; (2) the ability to collect and compile data; and (3) communicate effectively, both orally and in written manner, with students, parents, visitors, faculty, and staff. Non-essential job responsibilities include having the ability to operate the various types of office equipment including, calculator, printer, and computer.

Texas Tech University will provide the Prevention Education Intern with experiences in various facets of student housing/residential life. These experiences may include: residence education operations; central office and administrative functions; formal and informal meetings with leaders from various departments on campus. The Division of Administration and Finance; The Division of Enrollment Management & Student Affairs and University Student Housing; Orientation (students and family); and summer conferences. Residence Life’s goal is to provide the Prevention Education Intern with an overview of University Student Housing at Texas Tech University while allowing for active participation and feedback from the intern. The Prevention Education Intern will gain a broad perspective and be able to provide valuable feedback and information from their perspective institution. Additionally, the intern will have the ability to develop the internship to better suit their educational and personal interests. All ACUHO-I
interns will assist in the coordination, planning, and implementation of a drive-in workshop for interns throughout the SWACUHO region, hosted by Texas Tech University.

The Prevention Education Intern is supervised by the Residence Life Coordinator for Prevention and Wellness.

Projects may include: develop a marketing plan for the Step UP! program; research, propose, and develop a topic specific programming, assist with training and outreach related to the Step Up! program, plan bystander intervention programming for on campus departments, classroom, and student organizations, review and analyze programming data. Assist in the development of other prevention education programming.

The Prevention Education Intern is a vital member of the on campus community and the University Student Housing Staff. The intern is expected to work with the Graduate Hall Coordinators, Residence Life Coordinators, Managers for Residence Life, Assistant Directors of Residence Life, and other departmental staff in the development, implementation, and management of bystander intervention initiatives for the entire Residence Life operation. The intern will attend departmental staff meetings and may have the opportunity to attend other meetings with conference stakeholders and University officials. Additionally, the intern may serve on departmental committees, task forces, or assist with collateral assignments to create and implement intentional experiences that support the department and university mission (assigned by supervisory personnel).

This job is designed for an individual pursuing a Master’s degree. A Bachelor’s degree is required. Applicants in a Higher Education or related graduate program with an expressed interest in Housing/Residence Life will be given first consideration.

The Prevention Education Intern job is considered a security sensitive position. Applicants must pass a criminal background check and drug screening before being allowed employment. All candidates will be required to submit academic transcripts to verify educational status. Applicants who wish to have their partner live on campus with them will be asked to verify marital status as defined by Texas State law.

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.

The Prevention Education Intern job is a temporary appointment with a salary of $300 per week or $1,200 per month for 30 hours per week. Additional benefits include a Student Recreation Center pass and usage of the university library. The State of Texas does not have a state income tax.
ACUHO-I interns will share a furnished, air-conditioned, three or four bedroom apartment within the assigned residence complex with at least one other ACUHO-I intern at no expense. Apartments include a small kitchen unit, Ethernet connections, and basic cable television. A meal plan is provided while the dining halls are in service. Parking is available upon the individual purchase of a campus parking permit (approximately $80.00 for the summer).

**TO APPLY, PLEASE CONTACT:**

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