

INTERNSHIP OPPORTUNITY AT THE CENTER FOR STUDENT MENTAL HEALTH AND WELL-BEING

MTU's Center for Student Mental Health and Well-Being has several internships available for **junior** and **senior** students (Sophomores may be considered, depending on background.). The internship will span two semesters, fall and spring.

Internship Requirements

Interns must be:

- ❖ Trustworthy and able to adhere to confidentiality laws. Interns will be required to sign a confidentiality agreement and agree to a background check (While interns will not be meeting directly with student clients, they still must adhere to HIPAA laws in relation to any client-specific information they might learn while working in this position.)
- ❖ Reliable, self-starters who work well both individually and with others
- ❖ Organized and able to meet deadlines by following an online task list
- ❖ Great communicators, demonstrating advanced interpersonal skills and empathy for others
- ❖ Prompt communicators (read and respond to emails/Google Chat messages within 24 hours)
- ❖ Willing to ask questions as needed and communicate regularly on progress
- ❖ Available for weekly meetings (with supervisor and other interns), in-person office hours, and be available for event staffing (after-hours and during the day)

Internship Tasks

- ❖ Assist with planning and presenting counseling workshops, presentation requests and other events.
- ❖ Communicate upcoming events and workshops to other departments and orgs on campus
- ❖ Create graphics in Canva for both online and printed materials and distribute advertising for events (posters, flyers, etc.)
- ❖ Utilize your student perspective to better educate students about the services that the CSMHW offers. This may include things like making informative videos for the website to help students feel more comfortable utilizing our services, such as our groups, workshops & walk-in hours.
- ❖ Cultivate your own ideas related to mental health promotion and implement them
- ❖ Participate in counseling-related professional development opportunities (attend state or national conferences and/or webinars).
- ❖ Participate in mental health training (e.g., Mental Health First Aid, QPR Training, Certified Peer Educator Training)

Interested?

Email Sarah Woodruff (smwoodru@mtu.edu) or contact your advisor for more information. Applications must be emailed to Sarah by the deadline listed on our website. The Center for Student Mental Health and Well-Being will review your information and contact you if they have questions or want to set up an interview. This is an unpaid internship opportunity.



**Student Mental Health
and Well-being**
Michigan Tech®
mtu.edu/well-being

Internship Application

Please complete this form in order to apply for an internship with The Center for Student Mental Health and Well-Being. If selected, you will also need to contact your advisor to sign up for an internship course through your department for both fall and spring.

Name:

Local address:

Permanent address (if different from above):

Cell phone number:

Other phone number:

Email address:

Year at MTU (as of fall):

MTU major(s):

MTU minor(s):

Will you be working either on or off campus during fall semester?

If yes, approximately how many hours per week will you be working?

Please provide your tentative class schedule (days/times) for the fall semester (include total number of credits). Please keep in mind that if selected, you will have a similar and necessary time commitment towards the internship in the spring semester. Plan to keep this in mind when scheduling for the spring semester.

If hired by The Center for Student Mental Health and Well-Being, can you commit to dedicating an average of 3-6 hours per week to the position during 2023/2024 academic year (usually 1 credit in the fall and 2 credits in the spring)? Will you be available for in-person work/meetings/office hours during the workday and some availability to cover evening programming?

Application Questions

- 1. What do you hope to get out of an internship with The Center for Student Mental Health and Well-Being (i.e., what are your goals)?**
- 2. Describe the strengths you will bring to this internship. Be as specific as you can.**
- 3. What is your communication style and how do you stay organized/on track to meet deadlines when you have a lot on your plate?**
- 4. Think about previous supervisors with whom you worked well and describe the type of supervision that works best for you.**
- 5. What is your experience with promotion, creating content in Canva, and making videos?**
- 6. Provide an example of a time that you did something that was outside of the box or went above and beyond the task that was assigned.**
- 7. Are you currently, or have you ever been, convicted of a felony or misdemeanor? If yes, please give specific date(s), conviction, and resolution.**
- 8. Are you currently, or have you ever been, known to the protective services division of any county due to a substantiated complaint of abuse or neglect involving a child or an adult? If yes, please give specific date(s), specify complaint, and resolution.**

TO APPLY: Applications are accepted in the spring semester for an internship for the following academic year. Interviews will be conducted in mid to late spring. Please email the following materials to Sarah Woodruff (smwoodru@mtu.edu) by the deadline listed on our website:

- The completed application form (this form)
- A current resume or CV
- A current, unofficial transcript