Schedule requirements/preferences: Scheduling at student/supervisor discretion. Bi-weekly meetings TBD.

Position Type: Part-time, Unpaid

Organization: Office of Health Promotion (OHP)’s Respect Program; Community Portfolio, Division of Campus Life

Supervisor: Drew Rizzo, Assistant Director for the Respect Program, drew.rizzo@emory.edu, 404.727.6842; 1525 Clifton Rd, Suite 103I, Atlanta, GA 30324

Expectations of All Office of Health Promotion Interns:
- Participate in an orientation to the OHP department and health promotion in higher education, including all required reading.
- Develop and meet learning outcomes consistent with guidance provided by Supervisor and OHP Staff.
- Represent the Office of Health Promotion with professionalism; make appropriate referrals; sign confidentiality agreement and wear identification on-site as needed.
- Other duties as assigned.

(POSSIBLE) Position Description for Web Education Intern:
- Develop an understanding of the Respect Program, as well as theory underlying primary prevention and intervention related to interpersonal violence on college campuses, and the Emory University context.
- Review, catalogue, and update existing Respect Program websites and social media accounts.
- Create content for Respect Website including updated statistics, program offerings, contact information, legal codes, and other information as needed.
- Redesign portions of the Respect Website to be more visually appealing.
- Assess and benchmark Respect’s Website with peer institutions and make recommendations to enhance, add, or upgrade portions of the current website to increase views and accessibility.

Minimum Qualifications: We seek candidates with an interest in public health/violence prevention/education work who are dependable, highly motivated, efficient, organized, detail-oriented, able to work both independently and collaboratively, and able to multi-task effectively. Proficiency in Word and Excel is required. Experience with web design (Dreamweaver, etc.) required.

Preferred Qualifications: Experience with Microsoft Office products and databases, especially Excel. Experience with SPSS and SurveyMonkey a plus. Graphic design and social media experience a plus. Excellent communication skills, including developing and delivering presentations and/or trainings. Experience with HTML coding a plus.

Learn more about the Mission of Respect Program here:
http://studenthealth.emory.edu/hp/respect_program/who%20_we_are/mvv.html