As a part of Student Engagement and Wellness (SEW) at Metropolitan State University of Denver, the Dean of Students Office is committed to student safety and well-being by fostering a university community of integrity and respect. The office houses student conduct, student conflict resolution services, coordinates the CARE Team (behavioral intervention), manages Title IX cases with student respondents, and provides generalized support and referrals for students in crisis. For more information about the DOS, visit www.msudenver.edu/deanofstudents.

Primary focus of the internship position will be on communication, compliance, and outreach related to the implementation of prevention and education programming associated with Title IX and the Violence Against Women Act (VAWA).

Specific required duties include but are not limited to:

- Developing and implementing marketing and outreach plans to garner student participation in interpersonal violence prevention training;
- Monitoring student participation in campus programming and conducting follow-up with students to encourage participation;
- Supporting tri-institutional prevention efforts on the Auraria Campus through collaboration with Community College of Denver and University of Colorado Denver entities such as The Phoenix Center at Auraria; and
- Building relationships with campus and community stakeholders working to prevent and intervene in interpersonal violence.

Other duties may be assigned based on the intern’s qualifications and experience and could include:

- Graphic design;
- Website updating and design; or
- Assessment projects to measure the impact of services.

Required qualifications:

- Excellent writing and public speaking skills;
- High degree of professionalism and ability to work with a diverse student population in a fast-paced, and at times, intense environment;
- Command of technological tools and programs such as Microsoft Office; and
• Experience with marketing or outreach campaigns.

Preferred qualifications:

• Currently enrolled student in a graduate program for Higher Education/Student Affairs, Communication, Marketing, Public Health, Social Work, Gender Studies, Public Administration, or a related field;
• Knowledge of compliance issues related to Title IX and VAWA;
• Experience writing for and presenting to a college student audience;
• Graphic design and/or web design skills; and
• Experience with student affairs assessment.

The intern can expect to gain…

• Exposure to and experience working in student affairs at a large, public urban institution serving the most diverse student body in Colorado;
• An understanding of the intersection between compliance, prevention programming, Student Conduct, and related functional areas;
• Professional networking opportunities with student affairs staff at MSU Denver, the Community College of Denver, and the University of Colorado Denver; and
• Marketing/promotional materials for a professional portfolio.

This internship may be completed for academic credit (assuming criteria for the intern’s academic program can be met), or for monetary compensation. If the latter, the hourly rate will be $9-$12/hour, based upon experience and qualifications. The intern can expect to work up to 20 hours/week along with the possibility of a flexible schedule.

Start date is negotiable, though ideally the intern would be able to begin work in October with the possibility of continuing through the spring.

To apply: Please send your resume and cover letter which articulates your interest, and how your skills and experience match the required and preferred qualifications, to Laura Roth, Associate Dean for Student Engagement and Wellness lstrohmi@msudenver.edu.