

## Internship Announcement

<b>Position Title:</b>	Administrative Intern
<b>Department:</b>	Sexual Violence Response & Rape Crisis/Anti-Violence Support Center (SVR)
<b>Schedule:</b>	Flexible 15-20 hours/week Monday-Friday during business hours of operation 9:00am-6:00pm (Lerner Hall) or 9:00am – 5:00pm (Bard Hall at CUMC)
<b>Start Date:</b>	Summer/Fall of 2017
<b>Location:</b>	Sexual Violence Response (Morningside Campus OR Columbia Medical Center)
<b>Pay Rate:</b>	\$15.00 per hour

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**Position Description:** Administrative Interns provide office coverage and support with administrative tasks and special projects. Interns respond to student walk-ins and phone calls and direct individuals to the appropriate resources. **Mandatory crisis response training is required.**

### Responsibilities:

- Direct students seeking services to appropriate staff and resources
- Answer the main office line to direct callers to appropriate resources
- Refer employees and students interested in learning more about SVR to the appropriate staff member
- Assist with administrative tasks and projects as assigned
- Plan and assist with awareness events and other SVR relate events throughout the year
- Maintain confidentiality to the level of SVR protocol (including written and printed materials)
- Adhere to SVR and Columbia Health policies, procedures and protocols

### Qualifications:

- Current graduate student at Columbia University in good judicial and academic standing
- Must be able to commit a minimum of 15 hours per week
- Excellent interpersonal communication skills
- Ability to follow through with assigned tasks and commitments
- Punctual and reliable
- Strong understanding of sexual violence and relationship violence (preferred)
- Ability to work well in a high-stress environment and comfortable interacting with students in crisis
- Demonstrated ability to work in a diverse environment with a commitment to social justice practice

**To Apply:** Email cover letter, resume, preferred work location (Lerner Hall or CUMC) and anticipated availability to:

- Ashley Delphia (SVR Manager of Operations) at [ALD2209@cumc.columbia.edu](mailto:ALD2209@cumc.columbia.edu)
- Karina Cruz (CUMC, Assistant Director) at [KC2945@cumc.columbia.edu](mailto:KC2945@cumc.columbia.edu)

By submitting an application for this position, you grant SVR permission to perform a judicial and academic standing check with your school/institution. Positions are open until filled.