La Roche College Counseling and Health Services Job Description

As an intern in Counseling and Health Services at La Roche College, you will be expected to complete the following:

**Attend Freshman Check-in**
- At the beginning of the year, Counseling and Health Services introduces themselves and provides information to all incoming freshmen.

**Monthly Awareness Theme**
- Create PowerPoint slides to be displayed on TVs throughout campus.
- Due two weeks before the 1st of month.

**Assist with Drug & Alcohol Classes**
- Help prepare for class, administer knowledge tests, and inform students who have violated the college’s drug and alcohol policy about the various aspects surrounding substance use.
- Report results of pre- and post-tests into Google Documents.

**See Students for Drug and Alcohol Sessions**
- Each student in violation of the college’s drug and alcohol policy must see you for an individual counseling session.

**See Students for Roommate Conflicts**
- See students regarding conflicts between roommates concerning living styles, breach of roommate contracts, and/or disagreements in order to achieve a stable living environment for all students involved.

**Record of Students Seen**
- A record of the students you have seen must be maintained for tracking purposes.
- The record will be documented into a tracking form on the Counseling and Health server.
- Due monthly and given to Task Supervisor.

**Create, Change, and Send Out Surveys**
- Get user name and password from Supervisor for Google Documents where surveys are located.

**The following are surveys that must be maintained:**
- Campus Climate Survey Regarding Sexual Assault.
  - Send survey to all students at the beginning of the spring term.
- Campus Clarity Regarding Substance Use.
  - Send survey to all freshmen at the beginning of the fall term.
- North Park Urgent Care (N.P.U.C.) Satisfaction Survey
  - Collect names of students who received services at N.P.U.C. from Task Supervisor.
    - Beginning of every month or after has sent N.P.U.C. the files.
Student Satisfaction Survey for Counseling and Health Services
- Obtain a list of students from Supervisor/Task Supervisor who received services from Counseling and Health Services.
  - Before Christmas break (at least one week prior to break).
  - Before Graduation (at least one week prior to end of term).
- Send survey from Google Documents to students one week after finals.
- Give a copy of students to Supervisor following completion.

Program Surveys (Mocktails, Stress Free Day)
- Administer paper surveys to students participating in the events at the program.
- Enter responses/other data into Google Documents.

Programming
- Mocktails
  - Take literature from Pennsylvania Liquor Control Board (PLCB) for a table display.
- Stress Free Day
  - Gather any craft supplies needed.
  - Stay in C.C. Square with students.

21st Birthday Cards
- Retrieve a list of students turning 21 during the academic year from Residence Life.
- Address and deliver the cards to students.
  - Send out the cards a week before the students birthday month.
  - Starting in August.
  - Give cards to Residence Life work study to deliver.

Maintain Information Racks in C.C. Square and in Bold Hallway by Entrance
- Re-fill and straighten literature.
  - Monthly or as needed.

Conversation Partner
- La Roche arranges times for international students to interact with domestic students and staff in order to make friends, become acclimated to American culture, and hear others’ stories.

Prepare Presentations for PI Students and R.A. Trainings
- Make pamphlets.
- Arrange for speakers.
- Plan activities as needed.
  - Beginning in August.

Update Website
- Check for dead links on Counseling and Health Services website.
  - August and January.