Violence Intervention and Prevention (VIP) Intern Application

The Center for Prevention and Outreach (CPO) is seeking passionate, energetic, and committed undergraduate students as VIP (Violence Intervention and Prevention) interns. VIP interns work closely with CPO staff and graduate students, as well as staff and faculty from a variety of professional and academic departments on campus, to engage members of the campus community on the issues of sexual and relationship violence prevention and bystander intervention.

This is a full year (two-semester) commitment; students identify a faculty advisor and register through an academic department for 3 credits of internship in fall and 3 credits in spring, and receive separate grades for each semester. Students are required to dedicate 10 hours per week to CPO, which provides meaningful professional experiences and context to the student’s academic pursuits. Throughout the academic year, VIP interns have the opportunity to take on increasingly sophisticated programming responsibilities as their knowledge and skills advance, culminating in a capstone project of unique relevance. Applications are accepted starting in spring for the following fall.

This internship is applicable for students interested in pursuing careers in counseling, psychology, social work, law and public policy, social justice, media and cultural studies, women’s and gender studies, and diverse other fields. Students taking classes in women’s and gender studies, psychology, sociology, anthropology, cultural and cinema studies, political science, and the health sciences are encouraged to apply. Preference is typically given to juniors and seniors, but well-qualified sophomores will also be considered.

Responsibilities include:

- Supporting CPO professionals in developing, promoting and delivering content focused on sexual violence prevention and bystander intervention, and contributing to all aspects of event planning and implementation. This includes:
  - Educating the campus community about resources and information through tabling, event and classroom presentations, and through representation in other groups, clubs, and activities.
  - Acting as a liaison between the CPO and the student community, informing students of services and events offered by the CPO and relating student feedback back to staff.
  - Organizing strategies for advertising and promoting CPO workshops, trainings, and events.
  - Creating and distributing flyers, posters, calendars and other printed materials to promote or supplement education and awareness efforts.
  - Maintaining CPO’s online presence through SB Life, Facebook, and other online sites and forums.
  - Researching topics related to the Center’s work, and collaborate with CPO staff and interns on projects, events, and groups.
  - Assisting with the VIP Committee (taking meeting minutes, communicating with members, organizing resources and materials, overseeing space and technology set-up).
- General office support as needed (data entry, answering phones, greeting visitors, assisting professional staff with projects and events as necessary and appropriate).

Qualifications:

- Ideal candidates for the VIP intern position are organized, adaptable, and creative; have excellent verbal and written communication skills; can work independently and as a team member; and have strong networking and interpersonal skills. CPO is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about violence prevention and bystander intervention.
Violence Intervention and Prevention (VIP) Intern Application – Applicant Information

Name _____________________________________________________  Date ___________________________________
Local/Campus Address ____________________________________________
City __________________________________ State ____________ Zip Code ______________
Primary Phone ____________________  Alternate Phone __________________
Email Address __________________________________________
Stony Brook ID ____________________  Major _______________________________________

Course Registration (all students are required to register for the internship through an academic department)
Departmental Internship Class Designation _________________________ (ex. WST 488.11)
Faculty Internship Advisor _______________________________________________________________________

Related Experience (work, volunteer):
Name of organization (1) _______________________________________
Address _________________________________________________________
Phone number ___________________________________________________
Contact Person ____________________________________________________
Title ____________________________________________________________
Duties ____________________________________________________________
When did you work for/intern for this organization? __________________________

Name of organization (2) _______________________________________
Address _________________________________________________________
Phone number ___________________________________________________
Contact Person ____________________________________________________
Title ____________________________________________________________
Duties ____________________________________________________________
When did you work for/intern for this organization? __________________________

References
Please provide contact information for two academic or professional references.

Name ____________________________________________  Name _______________________
Relationship ________________________________  Relationship _______________________
Phone ________________________________________  Phone _________________________
Email _________________________________________  Email _________________________

Personal Statement
Attached to this application please submit a 1-page essay on why you are interested in the VIP internship at the Center for Prevention and Outreach. Please include the topics you would like to work on, why they are interesting to you, and why you would make a good candidate for this internship.

Affirmation
I affirm that the information within this application is true to the best of my knowledge. If it is found that any of this information is false, it is grounds for termination of any position granted as a result of the review of this application. I understand that submission of this application does not guarantee any paid or non-paid position at the Center for Prevention and Outreach.

Signature___________________________________________________________     Date _________________________

Please deliver this application to Christine Szaraz at CPO before May 1 to be considered. Applications received after this date may not be considered.