The intern will learn how prevention education is directly related to student success and retention. The intern will also learn how prevention education is related to domestic violence awareness month, sexual assault awareness month, as well as other observances that coincide with intersectional identities. Some research sexual violence on college campuses and intersectional identities to help us think about new programming that centers both violence prevention and DEI work.

Outcomes/Experiences: (Please list several experiential learning outcomes that will be achieved throughout this internship)
- The intern will engage with all program staff to gain an insight into the whole of prevention education and outreach. Program staff will provide specific assignments and work together with the intern until completion.
- The intern will develop skills on how to structure and plan programming especially specifically related to prevention and topics related to diversity, equity and inclusion. Some programming will be focused on month long events such as domestic violence awareness month, sexual assault awareness month, as well as other observances that coincide with the goals of Prevention Education and Outreach.
- The intern will learn how to conduct research on promising practices in prevention and DEI education.
- The intern will also work with outside entities including student affairs, housing, athletics and community agencies to partner on program development which will help them learn how to collaborate to establish programming.
- The intern will learn how prevention education is directly related to student success and retention.

Northern Illinois University
M.S.Ed. of Higher Education and Student Affairs Internship Opportunity

Internship Title: Internship for Prevention Education and Outreach
Institution: Northern Illinois University
Location/Office: Health Services Fourth Floor.
Internship Period: FALL SPRING SUMMER
Credit Hours Required: 120 clock hours for 3 credit hours
Supervisor: Rose M. J. Henton, Director of Prevention Education and Outreach
Supervisor’s Degree: Masters in Nonprofit Administration
Years of Professional Experience: At the university 7 years but, in prevention for more than 25 years.

Internship Description: (Please provide an overview and primary responsibilities of the internship)
Prevention, Education and Outreach (PEO) seeks to educate and support efforts to empower the campus, community and others to prevent violence and discrimination. We provide programming and attend events to build awareness and educated on topics concerning stalking, sexual assault, domestic violence, dating violence and diversity, equity and inclusion topics.

The intern will play a major role in creating the yearlong calendar of events for prevention programming for the academic year 2023-2024. This will include scheduling speakers, rooms for presentations, fliers for all programming, etc. This person will also assist with gaining speakers for the Inclusion In Action program. Inclusion in Action is an employee focused diversity, equity and inclusion professional development program. We will rely on their connections with instructors and others to gain and schedule speakers for the program. It is important that these speakers are diverse and have intersecting identities (i.e. LBGTQ/Disability and Sexual Misconduct Advocate).

They will also conduct tabling events during orientation and resource fairs to build awareness among our new students for prevention education.

The intern will also research sexual violence on college campuses and intersecting identities to help us think about new programming that centers both violence prevention and DEI work.

If time allows the will begin to work on a manual for Prevention Education on the program and what each area entails.
Qualifications / Requirements: (Please list desired qualifications and skills for internship)
The successful candidate will have an interest in prevention education as it relates to educating and building awareness among NIU students. They will desire to increase their knowledge in diversity, equity and inclusion. They should have strong organizational skills, strong communication skills, be detail oriented, be self-directed at times, have great customer service skills, be able to complete work in both virtual and in-person spaces and be dependable.

Hours/Scheduling: (Please provide a typical schedule and time of day internship will occur)
Internship is for a total of 120 hours, which commence in May, June, July and August, 2023. The intern will work 10 to 15 hours a week or a schedule to be agreed upon with the department. Hours are flexible but, typically will occur between the hours of 8 a.m. and 4:30 p.m.

Physical Requirements
Must be able to travel to campus to attend in-office hours and student orientations as scheduled. Must be able to sit at a computer for several hours at a time. Most work will be conducted in the office however, there may be times when virtual work is appropriate and will be considered.

Application Process (Applicants will submit a cover letter, resume and three references, please provide the contact name, phone number and e-mail address)

Name: Rose M. J. Henton, Director of Prevention Education and Outreach

Phone Number:
(815) 753-2632

E-mail: rhenton@niu.edu