



# Dartmouth College

Hanover, New Hampshire  
Health Services

## **Job Description: 2008-2009 Intern Alcohol and Other Drug Education Programs**

**Job Summary:** The intern will focus on campus-wide public relations for the Alcohol and Other Drug Education Program. The goals of the program are to:

- Increase awareness of the harm of AOD on Campus and the Campus community.
- Understand, articulate and support the College Policy regarding Alcohol and Other Drug Issues.
- Promote alcohol/drug intervention/treatment and support services available at Dick's House
- Be a clearinghouse for AOD information dissemination

### **Responsibilities:**

- Manage the "DAPA" Blitzmail account.
- Assist with planning and implementation of DAPA training
- Support the Coordinator of AOD Programs
- Develop, Recruit, Organize, Maintain and Support DAPA Members
- Raise awareness about AOD issues and how they directly affect the campus community
- Facilitate and directly manage National Collegiate Alcohol Awareness Week and other Similar Health Awareness Weeks.
- Collaborate with outside resources to promote campus programs
- Design and lead AOD educational programs with a special focus on the Coed, Fraternity, and Sorority System at Dartmouth College
- Write and disseminate press releases about Health Awareness Programs/Projects
- Attend DCARE "College Committee" meetings
- Generate a final report summarizing your accomplishments in this position
- Attend conferences and regional meetings as directed

### **Knowledge/Skills Required:**

- Excellent writing skills
- Excellent interpersonal skills
- Ability to take initiative
- Enthusiasm
- Willingness to learn
- Excellent organizational and time management skills
- Desire and energy to promote campus-wide change
- Flexibility

### **Compensation/Hours Required**

- Approximate 10 hours per week (flex-time)
- October 1 through May 31. \$306.25 paid on the first of each month for eight months (\$2,450) from the Alcohol & Other Drug Education Office).
- Office space may be provided (DAPA satellite office, Collis 216)

### **Reports to:**

- Coordinator, Alcohol & Other Drug Education Programs