



Higher Education Fieldwork Intern Position

University of Redlands Title IX Office

Institution: University of Redlands

Department: Title IX Office

Site Supervisor Name and Title: Erica Moorer, Deputy Title IX Coordinator

Number of Openings: 1

Internship Description:

Title IX Graduate Internship provides the opportunity to work in three key areas of the Title IX Office: designing and facilitating programming, communications and media, and supporting student development. The Graduate Internship will lead the efforts to create programming and workshops that educate and empower the campus community in reducing vulnerability to physical, sexual, and emotional assault/abuse and provide information about incident reporting and resources. Throughout the year, the Graduate Internship will work to brand, share relevant information, and promote the Title IX Department through social and the Title IX website, in efforts to keep the campus community informed regarding current issues related to Title IX. Additionally, the Graduate Internship will also help to organize, and direct projects related to various campus events that overlap with



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the mission of Title IX, i.e.; RAINN week, Sexual Assault Awareness Month, semester programs, etc.

Learning Outcomes:

- Graduate Intern will learn Title IX Policy and Process
- Graduate Intern will learn advising skills and have advising experiences with undergraduate students
- Graduate Intern will learn how to facilitate a Title IX program for undergraduate Students
- Graduate Interns will learn various ways to communicate information about Title IX Policy and Procedure through the development of website, Instagram, and video content

Specific Duties:

- Advise students facilitating Title IX workshops and programs
- Advise Lead Title IX Intern
- Assist in the development of short videos that inform the campus community about Title IX (Film making experience is not required)
- Assist in the branding of the Title IX office through social media and website content.



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- Attend weekly meeting with supervisor and any monthly in-service meetings, trainings, etc.
- Ability to fulfill responsible employee reporting obligation with a caring student center approach.
- Maintain confidentiality of the Title IX Office.

Required Skills:

- Experience advising student organizations
- Strong written and verbal communication skills
- Have an interest in and a commitment to issues related to social justice, law & administration, advocacy and education.
- Knowledge of and awareness of Title IX and current trends.
- Willingness to work evenings and weekends.

Schedule: Negotiable

Start Date: Open Enrollment

Interested students may submit résumé and cover letter to:

erica_moorer@redlands.edu