Fall 2018/Spring 2019
Administrative Assistant Internship Position
MSU Safe Place

Applications accepted on a rolling basis

**Project focus:** Provide administrative duties for MSU Safe Place, a program at Michigan State University that provides free and confidential services to survivors of relationship violence and stalking

I. **Administrative Responsibilities**
   A. Create, update and maintain Word, Excel, and Google Documents
   B. Prepare, organize, and manage communications
   C. Prepare thank you cards to send to MSU donors, and call donors or potential sponsors, as needed
   D. Complete administrative tasks related to fundraising
   E. Attend meetings as needed
   F. Assist with staffing at special events
   G. Occasionally assist with client transportation or other needs
   H. Other tasks as assigned

II. **Qualifications**
   A. Strong written and verbal skills
   B. Proficient with Microsoft Word, Google Documents and Excel
   C. Sensitivity to the experiences of survivors of relationship violence and stalking
   D. Commitment to goals of MSU Safe Place
   E. MSU student
   F. Driver’s license and ability to drive Safe Place van, preferred

III. **Skills and Abilities**
   A. Energetic, success oriented, ability to work under pressure, able to meet deadlines, positive attitude
   B. Able to work collaboratively and independently
   C. Trustworthy, ethical, cooperative, detail oriented, able to respect and maintain confidentiality

IV. **Job Description**
   A. Must attend a full weekend of training (Thursday-Sunday)
   B. Able to work within business hours, Monday-Friday, 8:00am-6:00pm
   C. Attends staff meetings on Wednesdays, 8:30-10:00am
   D. Flexible hours; work within a set schedule agreeable to supervisor
   E. Time Commitment: Minimum of 8-10 hours per week for one semester; Two semester commitment preferred
   F. Unpaid Position
   G. Internship does not need to be associated with a specific course or major
   H. Reports to and is directly supervised by Holly Rosen, LMSW, MSU Safe Place Director. Accepts assignments and guidance from MSU Safe Place staff.

Application Process:
- Go to safeplace.msu.edu/forms
- Send resume and completed application to email address listed below by deadline

For more information about this internship position, contact Holly Rosen at (517) 432-9575 or rosen2@msu.edu
To learn more about MSU Safe Place visit: safeplace.msu.edu