

# Intern Application ( Tobacco Cessation)



UCSB Alcohol & Drug Program  
c/o Genie Cheng  
Embarcadero Hall  
Santa Barbara, CA  
93106-1030  
Phone: 805-893-3851  
Fax: 805-893-3224  
<http://alcohol.sa.ucsb.edu>

Date:

Please return completed application with a cover letter and resume to Embarcadero Hall by 5pm on Friday, April 12, 2013.

Email [genie.cheng@sa.ucsb.edu](mailto:genie.cheng@sa.ucsb.edu) if you have any questions.

*The UCSB Alcohol & Drug Program, under the auspices of Student Health Services, strives to create a safe, healthy, and learning-conducive environment through the promotion of healthy choices concerning the use of alcohol, tobacco, and other drugs. The program emphasizes the elimination of harmful use, high-risk behavior and related violence.*

Name:

Perm Number:

Local Address:

Permanent Address:

Email:

Phone Number:

Currently working at UCSB?

If yes, list dept and position:

Major at UCSB

Year in School

Expected date of graduation:

Do you have Work Study?

Yes

No

## Job Description:

This internship focuses on helping students quit smoking cigarettes or using other types of tobacco products. The intern will work about 10 hrs/week for all three quarters, at \$10/hour.

The intern will organize outreach to current smokers, work one-on-one or in a group format with students who want to quit smoking, and distribute smoking cessation materials. The intern is in charge of managing program statistics through excel files and creating and editing educational materials on quitting, keeping up to date on current trends and research on tobacco cessation, and creating and updating curriculum to assist students in quitting that will be used individually with students who join the program or as a group class format. The primary duty is to serve as a coach and educational resource for students who want to quit smoking.

Applicants who are **not** seniors may be given priority as the training for this position is time-consuming, intensive, and the option of returning for additional academic years as an intern is a possibility.

## Responsibilities:

- Facilitate individual and group counseling for a student clients
- Provide educational services including tobacco cessation, tobacco prevention, policy change, enforcement, training, and outreach
- Maintain appropriate records and report to Operations Manager on a weekly basis
- Oversee distribution of NRT's (Nicotine Replacement Therapy) to clientele, keeping accurate records and alert Operations Manager when more need to be ordered
- Promote the tobacco cessation services by distributing flyers to various sites on campus, advertising for the program at events on campus and making class announcements

## Qualifications:

- Ability to make one school year time commitment
- Ability to attend scheduled weekly meetings and office/desk hours
- Experience with peer counseling or education
- Have a supportive, non-judgmental approach, and knowledge/ability to actively listen.
- Ability to work independently and with little supervision (takes initiative).
- Attention to details in order to assess programmatic needs
- Flexibility with tasks and schedule (time in class is excluded)

Continue on the next page

**Employment History:** (List your experience below, beginning with your present or most recent position, including volunteer experience)

**1.**

|                           |  |                                   |  |            |  |
|---------------------------|--|-----------------------------------|--|------------|--|
| <b>Name of Employer:</b>  |  |                                   |  |            |  |
| <b>Supervisor's Name:</b> |  | <b>Telephone #</b>                |  |            |  |
| <b>Address:</b>           |  |                                   |  |            |  |
| <b>Job title:</b>         |  | <b>Dates of employment: From:</b> |  | <b>To:</b> |  |

**Reason for Leaving (be specific):**

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|--|

**List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:**

|  |
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|--|

May we contact your employer:  yes  no

**2.**

|                           |  |                                   |  |            |  |
|---------------------------|--|-----------------------------------|--|------------|--|
| <b>Name of Employer:</b>  |  |                                   |  |            |  |
| <b>Supervisor's Name:</b> |  | <b>Telephone #</b>                |  |            |  |
| <b>Address:</b>           |  |                                   |  |            |  |
| <b>Job title:</b>         |  | <b>Dates of employment: From:</b> |  | <b>To:</b> |  |

**Reason for Leaving (be specific):**

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**List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:**

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May we contact your employer:  yes  no

**References:** Please list one professional and one personal reference who can comment on your skills and abilities.

|           |  |
|-----------|--|
| Name      |  |
| Position  |  |
| Company   |  |
| Telephone |  |

|           |  |
|-----------|--|
| Name      |  |
| Position  |  |
| Company   |  |
| Telephone |  |

**Statement of interest:** Please answer the following questions on a separate, typed sheet of paper. Write your name and the position you are applying for at the top of the page. Use subheadings and keep your statement under 1 page, single-space.

1. Why are you interested in doing work about alcohol and/or drugs?
2. What draws you to this internship?
3. Describe how you would deal with the following situations:
  - a. A friend began smoking a year ago after a painful split from their romantic partner. Since that time the amount they smoke has increased to a pack a day. Your friend tells you that they want to quit but are afraid of failing. What would you do or say to support them?
  
  - b. You are the Call it Quits Intern and you are meeting with a student for the first time who wants to quit. In this meeting the student happens to confide in you that just before coming to UCSB they lived with their alcohol father and they are still affected by that situation. How would you respond?
4. List any other commitments (aside from classes) you have during the 2013 - 2014 school year.
5. What else would you like us to know about you?

Are you available for staff training over the summer?  yes  no

*I certify that all statements in this application are true and complete to the best of my knowledge. I understand that false or incomplete information may be grounds for not considering me or for my dismissal.*

Signature \_\_\_\_\_ Date:

How did you find out about ADP's Intern Recruitment?

- GauchoLink/UCSB Career Services Center
- Facebook
- Fliers
- Friend
- Other