



Job Description

Position/Title: Intern Program Administrative Assistant

Organization: The Refuge Center for Counseling

Category: Part-time (15 hours/week)

Reports to: Director of the Intern Program

Purpose of the Position: The Intern Program Assistant will work collaboratively with the Director of the Intern Program to track and support the placement and clinical experience of Interns and work with other departments, as needed, to ensure timely flow of information related to the Intern Program.

Specific Duties

- Attend All-Staff and Experiential Staff Meetings (3rd and 4th Tuesdays.)
- Serve as single point of contact for intern paperwork
- Coordinate logistics and communicate details, as needed, for Orientations, Group Supervisions and Intern Celebrations.
- Maintain all necessary files on "I" Drive to support Intern Program Operations.
- Maintain database to verify time-off request and training attendance for interns.
- Manage transitional details for incoming and graduating interns and support flow of information with other departments, as needed, to support Onboarding and Finishing Well protocols.
- Maintain University Semester Date Calendar.
- Provide administrative support for Director of Intern Program during the interviewing and hiring process.
- Track and verify receipt of all documents for hiring/update sales force program.
- Prepare hybrid group supervision meetings and record training weekly.
- Provide administrative support for ongoing improvement and enhancement of Intern Program
- Enhance orientation materials by making binders, PowerPoints, etc.
- Attend weekly meetings with Director of Intern Program and meetings with others, as needed.

Critical Qualities

- A passion for the Refuge Center's mission, vision and culture to offer high quality, professional counseling services available to all and to
- Understanding of the importance of mental health, therapy, counseling and the confidential nature of our work.
- Support policies and procedures of The Refuge Center for Counseling.
- Ability to be flexible and prioritize responsibilities in a fast-paced, changing work environment.
- Ability to be self-directed and show initiative.
- Maintain ethical documentation.

Skills, Education, Experience

- Minimum of High School Degree or the equivalent.
- Strong written and verbal communication skills.
- Detail oriented with competency and experience with technology such as: Zoom, Word, Excel, PowerPoint, Outlook and One Drive.