HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Office of Student Conduct

Contact Person

Name: Ashley Loghry
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Physical Address: Clark Administrative Building, 1664 N. Virginia Street, Reno, NV 89557
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Internship Site Information:

The Office of Student Conduct seeks to collaboratively create a safe, fair, and successful university community through the coordination and implementation of strategically designed, innovative data driven services and initiatives.

As an intern, you will assist in programs, services, and resources to help students address issues with alcohol, prescription drugs, and cannabis (Socializing 101, PURE, Do the Ride Thing, etc.). You will also help coordinate, and organize trainings and hearings for faculty and students on Academic Integrity and Sexual Assault cases throughout the semester. Maintaining confidentiality and organization are crucial due to the hectic, and sensitive nature of the office.

Office hours are Monday- Friday 8 am-5 pm.

Number of Internships Available: 1

Student Requirements:

1. Field of study related to public health, alcohol and drug prevention or counseling, education or similar
2. Letter of recommendation from a faculty member who can speak about the student’s ability to be punctual and complete assigned tasks in a timely manner
3. At least a grade point average of 2.5
4. Ability and willingness to participate in an in-person interview
5. Ability to have a flexible schedule (Monday through Friday 8am-5pm); possible weekends based on presentation times, etc.

How will student obtain this internship position?

HDFS can do a preliminary screening to determine if the student is a good candidate for work in our office by evaluating the career and professional goals of the student and the relationship of the same to programs offered in the Office of Student Conduct. Once it is determined that the student is a good candidate for an internship in this office, the student can schedule an appointment with Ashley Loghry for an interview.

Completed 5/10/2017