**GVSU Anthropology Internship Application**

GVSU Anthropology is now accepting applications for three internship positions for Winter 2017. They are:

**1. *Bethany Christian Services*, Cultural Education, Curriculum-Focused**: At Bethany Christian Services, Refugee Adult and Family Programs, we provide a variety of services designed to help incoming refugee families better acclimate to their new life in the United States. Amongst these services, Bethany Christian Services delivers cultural orientation to incoming refugees. One means of cultural orientation is through Joint Cultural Orientation (JCO) which is a lecture-style group education class. The presenters address a variety of topics, including Financial Literacy, Western Medical, U.S. Laws, Parenting, Housing/Cleaning, and Safety, all through PowerPoint presentations. Your focus would be to evaluate the curriculum, alongside Bethany’s Cultural Education Coordinator, and make much-needed improvements toward updated material, more interaction, better engagement, effective delivery, and visual appeal. This position would entail the majority of time spent in the office at Bethany, although shadowing a few JCO sessions initially would be helpful.

**2. *Bethany Christian Services*, Refugee Employment Services Intern:** Work alongside the Refugee Employment Team to provide culturally and linguistically sensitive services to refugee clients to prepare them for acquiring the skills they need for seeking, obtaining, and sustaining gainful employment. Seek out employment opportunities for refugee clients through a process of filling out applications, attending interviews with clients, and resolving the logistics that will allow the refugee to start and complete employment opportunities. Work with Employment Specialists to ensure accurate reporting, data collection, and problem solving. **Reports to**: Employment Specialist and Program Supervisor

**3. *Bethany Christian Services,* ICO Home and Health Intern**

This internship would give a student the opportunity to help evaluate and develop two community orientation programs, Intensive Community Orientation (ICO) on Housing (ICO – Housing) and Health (ICO – Health). Both programs aim at presenting Bethany clients with the specialized information they need to become self-sufficient in the United States. ICO - Housing teaches clients how to clean and maintain their home, control pests, store food safely, and maintain a healthy client/landlord relationship. This position involves regular contact with clients, often in their homes, building relationships and assessing client progress through evaluations and detailed case noting. The intern will be expected to assess client’s knowledge, and their homes as well as data entry and analysis. ICO – Health is our newest cultural program, still in development, which will focus on teaching client’s proper nutrition, how to navigate the American medical system, and normalizing mental health treatment. An intern’s role will involve regular client contact, helping to develop the future trajectory of the program as well as data entry and analysis.

To be considered for one of these positions, please submit an application to Dr. Tara Hefferan by the application **deadline**: Friday, **Dec. 2,** 2016 by 5:00 PM. The application should include:

* A cover letter indicating which internship you are pursuing and why you are a good candidate, including how the internship fits your education goals
* The name and contact information for a faculty member who can serve as a reference for you
* An unofficial copy of your transcript
* A resume or CV

These documents can be sent via email to Tara Hefferan at: [hefferta@gvsu.edu](mailto:hefferta@gvsu.edu) or submitted in hardcopy to the Anthropology Department’s main office, 231 Lake Michigan Hall.