

# Health and Wellness Student Leader Job Description 2024 – 2025

**Position Title:** Health and Wellness Student Leader

**Department:** Counseling & Wellness Center

**Number of Jobs Available:** 1

**Supervisor Name:** Emily Waystack

**Supervisor Title:** Coordinator for Health and Wellness

**Supervisor Contact Information:** emily.waystack@necmusic.edu

**Direct Supervisor** (If different from ADP approver):

**Direct Supervisor Title:** Coordinator for Health and Wellness

**Desired Position Start Date:** August 26, 2024

**Pay Rate:** \$15.00 per hour

## **Job summary:**

The Counseling & Wellness Center is seeking a Health and Wellness Student Leader (work-study) to collaborate with the Counseling & Wellness Center team and the Coordinator for Health and Wellness in the planning and implementation of health and wellness programs throughout the academic year. A successful applicant will display excellent communication skills, organization, and leadership abilities; as well as possess both the capability to work independently and as a member of a team while executing multiple ongoing projects. This position requires applicants to be self-directed, passionate, and creative in order to execute health and wellness programming.

## **Responsibilities:**

### ***Primary responsibilities for Wellness Programming:***

- Work for 10 hours per week in locations across campus depending on the program needs
- Develop, coordinate and market health and wellness programs for NEC students, such as:
  - Seasonal Flu Shot Clinic
  - Audiology Clinic
  - Brain Breaks
  - 3-4 additional target programs based on assessed needs of the student body
- Create wellness-focused passive programs
  - Poster campaigns using bulletin boards across campus
  - Tabling events

- Facilitate aspects of the Wellness Fair
  - Brainstorm ideas for sessions and tabling
  - Help with logistics of the event, such as set-up and break-down
  - Develop creative marketing to generate student interest
  - Attend the event to interact with vendors and students
- Assist with social media campaigns promoting health and wellness for the NEC student body
  - Wellness Wednesday and other Instagram posts

**Secondary Responsibilities:**

- Meet weekly with Coordinator for Health and Wellness and other members of the Counseling & Wellness Center Team
- Assess the outcomes of program initiatives
- Model the mission and spirit of the Counseling & Wellness Center to NEC’s community and off-campus partners

**Skills and Qualifications:**

- Interest in promotion of college students’ health and wellness
- Exemplary verbal and written communication skills
- Creativity in conceptualizing, marketing, and executing health and wellness programs based on the needs of the student body
- Computer skills: Google Suite, social media proficiency, poster design using Canva

**Conditions of Employment:**

**Requirements:**

The Health and Wellness Student Leader must meet the following requirements to be considered for employment:

- Be a matriculated undergraduate (3<sup>rd</sup> and 4<sup>th</sup> year preferred), graduate or postgraduate student (> half time enrollment) at NEC for the full 2024-2025 academic year
- Have and maintain a minimum G.P.A. of 3.0 (3.2 or higher preferred) prior to and throughout employment
- Be in good financial, disciplinary, and academic standing with NEC prior to and throughout employment
- Completion and clearance of a CORI (Criminal Offender Record Information) and background check, as requested during the final stage of the hiring process

**Compensation:**

The Health and Wellness Student Leader will be paid up to 10 hrs/week at \$15 per hour.

**Evaluation:**

Job performance will be evaluated on an on-going basis by the Coordinator for Health and Wellness with a mid-year performance appraisal in January. The Supervisor and Direct Supervisor reserve the right to terminate the Health and Wellness Student Leader if at any time they do not fulfill the duties of the position.

**How to Apply:**

Please complete the [Google Form](#) . After completion, you will receive an email from Emily Waystack, Coordinator for Health and Wellness, with next steps regarding the interview process.