



Wellness Programming Assistant (WPA) Job Description 2022 – 2023

Position title: Wellness Programming Assistant

Department: Health & Counseling Center (HCC)

Number of jobs available: 1

Supervisor name: Carol Abizaid

Supervisor title: Director of Counseling Services, HCC

Supervisor contact information: ca7498@necmusic.edu

Direct supervisor (If different from ADP approver): Zoë Bryan

Direct supervisor title: Psychotherapist, HCC

Desired position start date: 9/12/2022

Pay rate: \$15.00 per hour

Job summary:

The NEC Health & Counseling Center is seeking a Wellness Programming Assistant (work-study) to assist the Health & Counseling Center in the planning and implementation of wellness programs throughout the academic year. The successful applicant will display excellent communication, organization, and leadership skills and possess both the ability to work independently and as a member of a team while executing multiple ongoing projects. This position relies heavily on outreach in collaboration with outside vendors and internal departments, as well as a strong understanding of how to communicate through and use social media (Instagram). This position requires the successful applicant to be self-directed to execute wellness programming while also seeking consultation from HCC supervisor.

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
 - National Depression Screening Day
 - 3-4 additional target programs based on assessed needs of the student body
- Generate and execute ideas for new wellness initiatives based upon candidate passions and student body needs
- Create wellness-focused passive programs (i.e., poster campaigns using bulletin boards across campus, tabling events)
- Assist with social media campaigns promoting health and wellness for NEC student body

Secondary Responsibilities:

- Facilitate meetings to develop health and wellness initiatives with campus partners and HCC Direct Supervisor
- Serve as liaison between students, Health and Counseling Center and relevant offices across campus
- Conduct assessments of learning outcomes of program initiatives
- Model the mission and spirit of the Health and Counseling Center to NEC's community and off-campus partners
- Update Health and Counseling Center website content

Skills and Qualifications:

- Interest and experience in promotion of college student 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: Microsoft office, survey design and implementation, social media proficiency, poster design

Conditions of Employment:

Requirements:

The WPA must meet the following requirements to be considered for employment:

- Be a matriculated undergraduate (3rd and 4th year preferred), graduate or post-graduate student (> half time enrollment) at NEC for the full 2020-2021 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 WPA will be paid up to 10hrs/week at \$15 per hour.

Evaluation:

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