Wellness Center Program Assistant

DIVISION MISSION
Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT MISSION
To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services.

MINIMUM QUALIFICATIONS
- Must be a current ECU student.
- Must be in good academic standing.
- Knowledge of Health Education programming, theories and strategies.
- Clearance to operate University vehicles through a driver’s license check.
- Valid CPR and First Aid certification and blood-borne pathogens training within 60 days of hire.
- Minimum of one previous semester of employment within CRW or a comparable program.
- Computer proficiency and knowledge of Microsoft Word and Microsoft Excel.

SCOPE OF POSITION
The Wellness Center Program Assistant is responsible for coordinating health education programs, scheduling employees and performing office duties in two Wellness Centers. The Program Assistant will report to the Assistant Director of Wellness Programs.

Responsibilities:
- Coordinate custom program requests by corresponding with requestor and scheduling presenters.
- Schedule Campus Wellness Education Leaders (student employees) for shifts at the Wellness Centers on main campus and the Health Sciences campus.
- Serve as a Campus Wellness Education Leader in their absence. This entails staffing the front desk at one of two locations on campus.
- Conduct needs assessments to inform staff of potential programming for students on the Health Sciences Campus.
- Develop and distribute Stall Talks and other health education materials across campus.
- Assist with in-house programs at each Recreation Center.
- Adapt to any issues and effectively communicate these issues with the necessary Wellness Program personnel.
- Answer telephones and interact with walk-in patrons to assist them with any questions, concerns, or problems when possible. Knowledge of other program areas within Campus Recreation & Wellness is necessary as well.
- Develop one’s own knowledge, performance, and abilities through supervisor and self-reflection.
- Uphold the integrity and reputation of Intramural Sports, Campus Recreation & Wellness, and East Carolina University by providing exemplary customer service and leadership to students, staff, and patrons.
- Review the employee manual to be able to effectively remedy situations while mentally referencing policies, operations, and situations that adhere to everyday functions within Campus Recreation & Wellness.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency
- Self-Awareness
- Adaptability/Resiliency
- Self-Awareness

DATES OF EMPLOYMENT & COMPENSATION
- Starting hourly rate will be $9.00/hour.
- Reports to the Assistant Director for Wellness Programs.

APPLICATION INSTRUCTIONS
Applications must be submitted through ECU’s PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: crw@ecu.edu.

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.