Well-Being Associates

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 OVERVIEW
Campus Recreation & Wellness at East Carolina University provides the following programs and services for the campus community: Intramural Sports; Physical Activity & Fitness; Informal Recreation; Club Sports; Adventure Programs; Youth and Family; Aquatics/Safety Services, Wellness, and Special Events.

MINIMUM QUALIFICATIONS
- Must be a current ECU student in good academic standing.
- Completion of HLTH 1000 or other health related courses.
- Proficient in Microsoft Office.
- Ability to make time commitment of 10-15 hrs. per week.
- Current CPR certification (Or willing to complete certification within 60 days of hire).

SCOPE OF POSITION
As a member of the Wellness Program staff, the Well-Being Associate is responsible for completing administrative duties in the wellness center. Well-Being Associates are trained students who work the front desk of the wellness center to provide positive experiences to those who utilize this facility. The position is approximately 10-15 hours per week during the fall and spring semesters.

Responsibilities:
- Staff the Wellness Center desk, serve as a resource for students, staff and faculty and conduct various administrative duties
- Provide wellness screening services to walk-in customers including, BMI readings, body fat percentage, height and weight, etc. while working at the Wellness Center Desk
- Track walk-in customers and maintain records while working at the Wellness Center Desk
- Check-out resources and wellness passport stamps
- Ensure KISS packets and tampons are being regularly stocked
- Serve as an advocate, mentor and ally for the ECU Collegiate Recovery Community and staff the Collegiate Recovery Center
- Uphold the integrity and reputation of the Wellness and Fitness area, Campus Recreation and Wellness, and East Carolina University by providing exemplary customer service to students, staff and the Greenville community.
- Solicit formal and informal feedback from supervisor and fellow CRW employees to enhance self-awareness and growth.
- Recognize and resolve important or conflicting matters in a calm and respectful manner while proactively monitoring the Wellness Center.
- Develop capacity to think critically and interpret factual information to effectively educate CRW members and the ECU campus community.
- Other duties as assigned.

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

DATES OF EMPLOYMENT & COMPENSATION
- Wage starts at $8.50 per hour
- Position is considered seasonal employment with varying hours dependent on calendar of activities.
- Reports to the Coordinator of Wellness

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.