Program Assistant for Health & Wellness
Office of Student Wellness, UNC Chapel Hill

Student Wellness seeks paid, part-time, temporary Program Assistants for Health & Wellness to work 20 hours per week. This position reports to the Assistant Director for Health Promotion, with support from the Coordinator of Prevention Initiatives and the Coordinator of Health Promotion Initiatives and will assist with assessment, planning, implementation, and coordination of wellness programs and services for undergraduate, graduate/professional and post doc students at UNC Chapel Hill. Work will generally be scheduled between the hours of 8am and 5pm Monday through Friday, with occasional evening and weekend hours.

Student Wellness seeks to enhance the individual and collective health of the campus & community through a wide range of programs, services, and resources. Through partnerships with other campus departments, community agencies, student organizations, and peer mentors we work to develop and advocate for a campus and community environment that creates, emphasizes, and supports healthy choices and positive decision making regarding health, safety, and wellness. We work towards this goal by promoting holistic wellness among the UNC student community through collaboration, assessment, marketing, and capacity building.

The Program Assistant roles in Student Wellness are invaluable to bringing key services and programs to students at UNC Chapel Hill. Student wellness strives to equip all Program Assistants with valuable skills and provide them the opportunity to improve on those skills within the scope of their responsibilities. These include four key areas:

- One on one interactions with students
- Outreach and education
- Assessment & evaluation
- Health messaging & communication

Responsibilities:

- Develop, implement/facilitate, and evaluate theory- and evidence-based culturally relevant health promotion programs and interventions
- Collaborate with other campus offices to create large scale programming & events promoting a culture of wellness at UNC Chapel Hill
- Assist in the development and dissemination of health communication and social marketing materials, including social media, dynamic web content, and regular contributions to the Healthy Heels blog
- Gather, compile, and synthesize information to develop health and wellness initiatives and educational materials for diverse groups of students
- Conduct process and outcome evaluations/assessments for programs and wellness initiatives
- Respond to program requests from student groups and other UNC staff as appropriate- facilitate programming, provide resources, advise student groups and organizations, etc.
- Create & facilitate workshops and classroom presentations on a variety of health & wellness topics; utilize existing holistic framework to explore intersections between wellness dimensions and health & wellness topics
- Provide one on one wellness consultation appointments, utilizing motivational interviewing skills. These may include sexual/reproductive health sessions, facilitating BASICS (Brief Alcohol Screening
and Intervention for College Students), and/or wellness coaching. Training provided by Student Wellness.

- Coordinate the implementation of health and wellness assessment instruments, program evaluations, and other ongoing assessment initiatives.
- Respond to phone & email requests/inquiries from students and campus partners about Student Wellness services & programs
- Participate in UNC Chapel Hill committees, events, taskforces etc. as assigned
- Attend ongoing training and professional development sessions, including regular staff meetings, biannual retreats, and Program Assistant training.
- Execute duties in keeping with the departmental mission and statement of purpose.
- Work collaboratively with other Student Wellness staff on various wellness initiatives.
- Work respectfully and effectively with students of various ages, cultures, and backgrounds.
- Assume other duties as assigned.

Minimum Qualifications:

- Bachelor of Arts or Sciences degree from a nationally accredited institution. Graduate degree in progress (in Public Health, Social Work, Higher Education, or related field) is preferred.
- Ability to work 20 hours per week throughout the academic year, including some evening and weekend hours
- Excellent skills in facilitation, education, and communication
- Experience using social justice frameworks, working with peer health education groups, and/or developing health promotion, resiliency, and/or diversity and inclusion initiatives preferred
- Experience with programming/communication on topics such as nutrition, stress management, sexual health & relationships, substance abuse, etc. preferred but not required
- Passion for providing student centered, positive customer service
- Ability to work in teams and to maintain effective professional relationships
- Ability to work independently, follow-up on assignments, and take initiative on projects
- Working knowledge of cultural competencies, and commitment to advocating for equity and holistic wellness

Compensation: $16 per hour

Anticipated start date: July 20, 2015

Applications will be accepted on a rolling basis until positions have been filled; review of applications will begin immediately. For earliest consideration, please submit application materials to http://unc.peopleadmin.com/postings/73430 by April 24, 2015. For questions about this position contact Brittany O’Malley at bomalley@email.unc.edu. For more information about Student Wellness please visit www.studentwellness.unc.edu.

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