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

Student Wellness seeks a paid, part-time, temporary Program Assistants for Information and Communication to work 20 hours per week. This position reports to the Assistant Director for Health Promotion, with support from the Associate Dean/Director of Student Wellness and other full time staff, and will assist with synthesizing and visualizing health and wellness data into tangible messages, programs, and services for students at UNC Chapel Hill. Work will be scheduled between 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:

- Synthesize and summarize previously collected assessment and evaluation data.
- Create consistent benchmarks for evaluation and assessment efforts; and identify which data can be used for each benchmark.
- Assist with survey coordination, including IRB applications, recruitment, implementation, analysis, reporting and incentives
- Identify key channels for dissemination of assessment and evaluation data to key stakeholders, including UNC students.
- Implement a marketing strategy for spreading health messages to the UNC campus population
- Present written summaries of assessment and evaluation data in an array of formats for a variety of stakeholders.
- Coordinate with UNC Student Wellness and Campus Health Services’ graphic design and videography student staff to translate research findings into engaging graphics.
- Work with Student Wellness’ website and social media teams to ensure that evaluation and assessment data are disseminated through these platforms.
- Assist with preparation of presentations and posters of UNC Student Wellness’ assessment and evaluation data for professional meetings & conferences.
- Translate assessment and evaluation into practical recommendations for improving and developing Student Wellness’ educational efforts, programming, services, outreach, messaging, and campus policy development.
• Act as a Student Wellness liaison in assessment and evaluation efforts across the UNC campus.
• Identify new opportunities and existing sources relating to assessment and evaluation, including collaborations with other UNC departments.
• Attend ongoing training and professional development sessions, including regular staff meetings, biannual retreats, and Program Assistant training.
• Contribute posts to the Healthy Heels blog (http://healthyheels.org/).
• 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, Communication/Journalism, 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 project management, facilitation, education, assessment, and/or communication
• Strong analytic experience highly desirable
• Experience and/or proficiency with Stata, SAS or SPSS programs
• Strong oral, written, and public speaking skills
• Familiarity or interest with data visualization and/or graphic design
• Experience designing, testing, and/or implementing social norms marketing campaigns is a plus.
• 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 full consideration, please submit application materials at http://unc.peopleadmin.com/postings/73424 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.

The University of North Carolina at Chapel Hill is an Equal Opportunity Employer.

The University believes that it can achieve its educational, research, and service mission only by creating and sustaining an environment in which students, faculty, and staff represent diversity...including social backgrounds, economic circumstances, personal characteristics, philosophical outlooks, life experiences, perspectives, beliefs, expectations, and aspirations. For a complete list of the University’s Core Diversity Values visit https://diversity.unc.edu/our-committment/div-values/.