



Wellness Program Coordinator (focus: Mental Health)

Wellness and Health Promotion Division of Student Development

Position Summary

The Program Coordinator for Mental Health supports the mission of Wellness and Health Promotion, which is to enhance the health and well-being of the Seattle University community by promoting healthy and sustainable behavior change and supporting good health practices through education, prevention, collaboration, and peer support.

Wellness and Health Promotion exists to assess and address the health and wellness needs of all students. Physical wellness, mental health, substance use, and healthy relationships are areas of focus that guide our work.

The Program Coordinator serves as a member of a staff of five in an energetic, fast paced office. As a Program Coordinator, you will work in close partnership with the Student Health Center, Counseling and Psychological Services, University Recreation, Athletics, and the Office of the Dean of Students; as well as the Division of Student Development.

Please note: previous experience in health-related work is not required and significant training is provided.

Anticipated Learning Opportunities

After serving in this position, the Coordinator will be able to:

- Design wellness education curricula to meet the needs of a diverse campus population
- Synthesize campus and public health data into actionable campus activities, events, and educational programs
- Evaluate learning and programmatic outcomes in order to inform data-driven decision-making

Essential Responsibilities

On-going Programs

- Coordinate two major office programs: Lux, a bright light therapy lamp check-out program and Refresh, an email delivered sleep support program.
- Host programming series on using journaling, art, poetry and other expressive reflection tools to support mental well-being.
- Research seasonal depression and sleep as issues affecting mental wellbeing and educate students about these issues through programming and communications.

Direct Programming

- Generate campus programming in support of campus mental health and well-being
- Coordinate departmental trainings and update manual for all departmental student groups
- Develop new and adapt current programs responding to evaluations and data
- Implement well researched programs designed to maximize impact
- Coordinate mental health awareness programming such as suicide awareness month, self-screening day, depression and anxiety awareness, among others, through meaningful collaborations with students, campus departments, faculty, and community agencies and in cooperation with other mental health graduate assistant in Wellness
- Serve as a peer health educator to graduate students
- Support 2 population health internship (PHI) students from the Seattle University College of Nursing in the development and assessment of their PHI project

Administration

- Represent the office in various capacities, including on committees and at events
- Foster deep relationships with local and national organizations
- Maintain a current and dynamic social media and web presence
- Participate in departmental strategic planning and assessment efforts
- Research relevant health and wellness topics, disseminating information
- Other duties as assigned

Anticipated Work Schedule

This is a 9-month position from late-August through mid-June. The Program Coordinator will work an average of 20 hours per week and the typical schedule is 4 days per week for 5 hours. Some nights and weekends are required based on the specific programming needs of our students.

Minimum Qualifications and Skills

- Exhibit success in working with students
- Express a commitment to social justice, and demonstrate an ability to apply this analysis to all departmental initiatives
- Possess exceptional written and verbal communication skills
- Serve as a positive, engaged member of a small team with the ability to work independently
- Sustain a visible presence through regularly scheduled office hours(20/wk), event attendance, and responding to correspondence in a timely manner
- Possess an interest in wellness and health topics

Preferred Qualifications and Skills

- Experience developing programming for traditionally underrepresented student populations including BIPOC students, gender non-conforming and LGBTQ+, first generation college students, and/or student veterans
- Experience developing and adapting educational/scientific information into creative and interactive educational programming
- Experience working with and supporting the wellbeing of student athletes

Supervisor Contact Information

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<https://www.seattleu.edu/wellness/>