Position Summary

The Wellness Program Coordinator (the Coordinator) 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, alcohol and other drugs, and healthy relationships are areas of focus that guide our work.

Under the direction of the Director of Wellness and Health Promotion, the Coordinator serves as a member of a staff of four in an energetic, fast-paced office. We 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/ongoing professional development is provided.

Anticipated Learning Opportunities

Keeping in mind that supervision is personalized to each staff member, the primary learning outcomes addressed in this assistantship are:

- Understanding students and student issues
- Developing and demonstrating skills in leadership and collaboration
- Utilizing assessment, evaluation, technology, and research to improve practice

Essential Responsibilities

Green Dot Coordination

- Recruit influential students to participate in this violence prevention program
- Conduct meetings over coffee or small presentations regularly, inviting students to participate in training
- Develop and facilitate action events and booster sessions
- Administer program logistics with significant attention to detail
Direct Programming

- Coordinate *Think About It* online sexual misconduct prevention module required of all incoming students to Seattle University
- Develop new and adapt current programs responding to evaluations and data (including: Let’s Talk about Sex, Escalation Workshops, HIV Testing, etc.)
- Implement well-researched programs designed to maximize impact
- Serve as a peer health educator to graduate students

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 and the Coordinator is expected to start in late August. The Coordinator is expected to work 20 hours per week – 4 days per week for 5 hours per day.

**Minimum Qualifications and Skills**

- Demonstrated success in working with students, preferably including student athletes
- Commitment to social justice, and ability to apply this analysis to all departmental initiatives
- Exceptional written and verbal communication skills
- Ability to serve as a positive, engaged member of a small team with the ability to work independently
- Ability to sustain a visible presence through regularly scheduled office hours, event attendance, and responding to correspondence in a timely manner
- Possess a strong interest in wellness and health topics
- Possess an appreciation for and general understanding of student development within the context of a Catholic, Jesuit University

**Supervisor Contact Information**

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**Current Graduate Assistants**

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