Wellness Program Coordinator (focus: Alcohol & Other Drugs)
Wellness and Health Promotion
Division of Student Development

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. This is a graduate assistantship position.

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 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
Advise Wellness Programmers

• Oversee recruitment, selection, and training of 3-5 students quarterly who are interested in contributing to a more healthy campus
• Assist programmers with all aspects of program planning, including learning outcomes, logistics, facilitation, budget oversight, and assessment
• Advise individuals and facilitate meaningful collaboration
• Promote engagement by fostering an ethos of motivation and wellness
Direct Programming

• Coordinate and facilitate sanctioned alcohol and other drug programs, including group classes and individual interventions
• Develop new and adapt current programs responding to evaluations and data
• Implement well-researched programs designed to maximize impact
• Serve as a peer health educator to graduate students

Student Athlete Wellness

• Generate proactive wellness programs specific to student athletes
• Develop strong relationships with student athletes, coaches, and other staff

Administration

• Represent the office in various capacities, including on committees and at events
• 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 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, preferably including student athletes
• Express a commitment to social justice, and ability to apply this analysis to all departmental initiatives
• Demonstrate 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 hours/week), event attendance, and responding to correspondence in a timely manner
• Possess an interest in wellness and health topics

Preferred Qualifications and Skills

• Experience developing and adapting educational/scientific information into creative and interactive educational programming

Supervisor Contact Information

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