



**SEATTLE  
UNIVERSITY**

## **Wellness Program Coordinator, (focus: Alcohol, Cannabis, & Other Drug Education)**

### **Wellness and Health Promotion Division of Student Development**

#### **Position Summary**

The graduate assistant (GA) 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 GA 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 the position, the GA 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 HEALTH AND WELLNESS CREW (HAWC; unpaid student leaders)**

- Co-advise and assist Health and Wellness Crew (HAWC; group of unpaid student leaders focused on student wellbeing) with all aspects of program planning including learning outcomes, logistics, facilitation, budget oversight, and assessment.
- In cooperation with the co-advisor, oversee recruitment, selection, and training of HAWC.
- 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.

## SPECIAL COMMUNITY WELLNESS

- Identify specific student communities that would benefit from specific substance use education and intervention, such as residential students, student-athletes, law students, among others.
- Generate proactive wellness programs specific to those communities.
- Develop strong relationships with students and related-staff, advisors, coaches, and key constituents.

## 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 GA will work an average of 20 hours per week over 36 weeks. 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 the 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/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 and adapting educational/scientific information into creative and interactive educational programming.

## **Supervisor Contact Information**

Chris Fiorello

Director

Wellness and Health Promotion

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