Beloit College  
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Health and Wellness Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Health Center</td>
</tr>
<tr>
<td>Work Location</td>
<td>Porter Hall</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
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<tr>
<td>Supervisor</td>
<td>Tara Girard</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-53519-00000-00000-xxxxx</td>
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</tbody>
</table>

Do multiple individuals hold this position at one time?  
☐ Yes  ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work _______ hours per day, 10 hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☒ Sunday  ☐ any day of the week.

Hours are available during the following times of the day: variable.

Department/Position Overview

The Health & Wellness Coordinator is a position to assist in the management of wellness related activities stemming from the health center (including student workers) and to take a lead in the development and maintenance of health education on campus. The overall goals of these projects are the following:

● Increase student accessibility, inclusivity and trust in the health center services and staff
● Are developmentally dynamic and responsive to current student needs
● Assist in creating new and strengthening existing institutional connections and collaborations
● Foster new opportunities to weave learning about health and well-being into curricular and co-curricular spaces
● Partner with faculty, staff and other students and student groups to support student mental and physical health needs
● Educate students about navigating health care and their well-being beyond Beloit College
● Reflect the peer health educator’s special interests and skills

Please see the Health and Wellness Center website at www.beloit.edu/wellness for more information about this position.
Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision

Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Course work or strong interest or experience in health related peer education. Also, must possess a willingness and ability to lead small group discussions and engage the campus community.