**Beloit College**

**Student Employment Job Description**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Health and Wellness Programmer</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>$7.50</td>
</tr>
<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:** 2 - 4

**Work Schedule**

A student in this position can expect to work **variable** hours per day, **3 - 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**

Health & Wellness Programmers will design and lead projects that:

- 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/workwithus 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 and wellness or related peer education. Also, must possess a willingness and ability to lead small group discussions and engage the campus community.