Wellness and Recreation
Wellness Assistant (Federal Work Study)

Wellness & Recreation located in the Hollis Center is accepting applications for work study positions.

Position Description:
Reporting to the Assistant Director of Wellness & Recreation, the student will assist with daily operations of Wellness initiatives and programming, but not limited to:

- Runs the 21st Birthday project which seeks to educate students before a critical day for alcohol abuse for college students, their 21st Birthday. Work study manages 21st Birthday information packets and promo items for over 600 students annually. Works with residential advisors to distribute packets.
- Manages over 200 office brochures through a manual and counting system.
- Continually manages free condom and contraception distribution.
- Manages health education and promotional posters.
- Tabulates data for assessment purposes from over 800 student feedback forms from workshops given by office throughout the year. Tracks changes or outliers in data.
- Assists with any in person surveying of students for grant projects.
- Basic office tasks such as: copying, stapling, sorting, counting, separating, ext.
- Development of new projects and initiatives through research, also improving existing initiatives.
- Assist with organizing office materials, flyers, and pamphlets
- Assist with planning, marketing, and management of the departments services and events
- Attend all assigned shifts, staff meetings, trainings, workshops, etc.
- Other duties as assigned

Requirements:
- Eligible for a work study position through Financial Aid
- Candidate should be energetic, organized, and possess strong interpersonal, communication, and teamwork skills
- Providing a student-oriented environment to engage in meaningful wellness and recreation activities beyond the classroom
- Experience with Word, Excel, and online research

Benefits:
- Paid monthly on an hourly basis (pay is determined by your financial aid eligibility and award)
- Opportunities to learn about personal and professional development
- Interact with employers
- Learn details about upcoming events and programs

APPLICATION PROCEDURES: Interested applicants should fill out the online application located here or send a resume and cover letter to wellnessandrec@stetson.edu.