

Health Promotion Program Assistant
8-10 hours/week – Academic Year
Job Description

The Health Promotion program serves as the prevention and outreach portion of Macalester Health and Wellness Center. Health promotion student staff will assist in the development of initiatives that promote vitality, resilience, health and academic excellence. Health Promotion Program Assistants will gain experience with program planning and evaluation, leadership, effective communication and presentation skills while seeing firsthand what it is like to work in a professional, fast-paced environment.

Subject areas include healthy sleep, sexual health and relationships, alcohol and substances, fitness and movement, consent, and resilience.

Student Employment has classified this as a Tier 2 position.

Duties and Responsibilities

1. Plan and implement issue-specific programs, initiatives, and theme weeks that promote healthy-decision making and resilience. Examples include Wellness 5K Run/Walk, Project Resilience, Consent is Mac, Physical Fitness Classes, Sleep Challenge, and Safer Sex Week.
2. Promote student awareness and participation in HWC programs and services. Examples include creating posters, flyers, and social media announcements.
3. Develop and implement health promotion/wellness workshops. This includes brainstorming ideas, calling potential speakers, arranging facilities, and developing publicity.
4. Work in collaboration with student staff from other Student Affairs departments.
5. Participate in Health Promotion events. Maintain on-going communication with supervisor through regular contact via email, telephone, in-person.

Qualifications

- Creative, curious, and energetic
- Able to collaborate with a variety of people and offices
- Self-starter and detail-oriented
- Skills in program planning, event coordination, writing, social media

Reports to: Associate Director of Health and Wellness Center - Health Promotion (Lisa Broek)
To Apply: Email Lisa Broek for an application, broek@macalester.edu