



## Office of Wellness Promotion: Wellness Ambassador Job Description

Wellness Ambassadors are paraprofessional employees of the WCU Division of Student Affairs. Their primary responsibilities are to promote health and wellness to students on the West Chester University campus. They do this through health information campaigns, planning campus-wide health and wellness initiatives, providing information and resources to students, and promoting and modeling a healthy lifestyle. Typical health and wellness topics covered include: stress, mental health, nutrition, sexual health, alcohol use, etc. In addition, this position provides an opportunity to enhance professional skills.

### Responsibilities:

- Work with Wellness Promotion Staff and Graduate Assistants in the development and implementation of wellness education outreach programs.
- Develop and implement wellness education programs with other Wellness Ambassadors and on their own.
- Create and market test wellness education print and online materials.
- Distribute of wellness education promotional materials.
- Attend staff Wellness Promotion events (including tables, programs, etc.) both during office hours and outside of office hours.
- Actively participate in all scheduled staff meetings, including **mandatory** trainings in August and January, as well as continuing education trainings.
- Meet deadlines by completing all paperwork and materials on time.
- Other duties as assigned.

### Required Skills:

- Strong communication skills: active listening, public speaking, small group and one-to-one interactions.
- Strong writing skills
- Organizational and time management skills
- Computer skills: All MS Office programs (especially Word and Publisher)
- Working productively in a team atmosphere

### Additional Requirements:

- All Wellness Ambassadors must:
  - Hold at least a 2.5 GPA and remain in good academic standing
  - Serve as role models for other students, and exhibit professional behaviors including, but not limited to, professional attire and conduct
  - Follow guidelines in the Student Code of Conduct
  - Commit to being a Wellness Ambassador for a full academic year
  - Work the required 6-10 hours per week, including but not limited to time spent working in the office and staffing sponsored events and programs. Some evening and weekend hours will be required.

### What's in it for You:

As a Wellness Ambassador, you will gain valuable knowledge and professional skills that will help you beyond your time at WCU. The position requires dedication, but is also a lot of fun and a great way to boost your resume and earn some money. Becoming a Wellness Ambassador will help you enhance your:

- Communication skills
- Ability to work with others
- Organization and time management
- Leadership skills
- Presentation and facilitation skills
- Public speaking

**Things to Consider Before Applying:**

- Are you prepared for the time commitment?
- How will you balance your time as a Wellness Ambassador with your other academic and extracurricular responsibilities?
- Have you thought about your schedule both in the Fall and Spring semesters and your ability to commit to the job?
- Are you committed to being a role model and promoting health and wellness on campus?

**Application Requirements:**

As part of the application process, applicants will be required to:

- Submit a completed application along with a resume
  - If you do not have a resume, consider visiting the Career Development Center in Lawrence
- Submit a blog-style writing sample on any topic
- Participate in a formal interview with Wellness Staff