



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 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 the Director of Wellness Promotion, Wellness Promotion Staff, and Graduate Assistants in the development and implementation of wellness education outreach programs.
- Create, market test, and distribute wellness education print and online materials.
- Attend staff Wellness Promotion events (including tables, programs, etc.) in and out 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 and writing skills: active listening, public speaking, small group interactions
- Organizational and time management skills
- Computer skills: All MS Office programs (especially Word and Publisher)
- Working productively in a team atmosphere

Additional Requirements:

- 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 6-10 hours per week, including but not limited to time spent working in the office and staffing sponsored events and programs. Some evening/weekend hours 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 and public speaking skills
- Presentation and facilitation skills

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 in the Fall/Spring semesters and your ability to commit to work?
- Are you committed to being a role model and promoting health and wellness on campus?

Application Requirements:

- 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



Office of Wellness Promotion
WELLNESS AMBASSADOR APPLICATION

Return application and
resume, by 3/31/2018
to Wellness Promotion
wellness@wcupa.edu

APPLICANT INFORMATION

Name:

Date of birth:

WCU ID:

Phone:

Campus address:

Year in School:

Major:

GPA:

Gender:

T Shirt Size:

WORK EXPERIENCE

(PLEASE LIST WORK EXPERIENCE INCLUDING CURRENT JOBS)

Employer:

Position:

How long?

Job Duties:

Employer:

Position:

How long?

Job Duties:

Employer:

Position:

How long?

Job Duties:

REFERENCE

(PLEASE PROVIDE THE FOLLOWING INFORMATION FOR ONE REFERENCE)

Name:

Relation to applicant:

Phone:

Email:

Address:

City:

State:

ZIP Code:

OTHER INFORMATION

3 words to describe you:

1.

2.

3.

Describe your interest in becoming a Wellness Ambassador:

Special interests/skills/talents: Please list and/or explain any skills you have that will be helpful in determining your qualifications as a Wellness Ambassador:

What wellness issues do you feel would be important to address for WCU students?

Please list time commitments for the upcoming academic year (i.e., academic load, work, clubs, etc.)

Are you eligible for work study? _Yes _No

Have you been involved in any violation of college policy? _Yes _No

By submitting this application I am indicating I am aware of the Student Code of Conduct and authorize the Office of Wellness Promotion staff to verify my GPA and disciplinary status. By submitting this application, I certify that the information in this application is correct.

Name:

Date: