

Position Title: Student Assistant Coordinator, Wellbeing

Status: Student Part-time/Hourly

Location: California State University East Bay, Hayward, CA

Reports To: Wellness Services Coordinator

Position Description

Under the supervision of the Wellness Services Coordinator, the Student Assistant Coordinator, Wellbeing (AC Wellbeing) will assist Student Wellbeing Services Staff on planning, implementing, and evaluating health promotion programs and activities, which meet the needs of CSUEB students. The AC Wellbeing will assist with office hours at Student Health & Counseling Services (SHCS) and the Recreation and Wellness Center (RAW), as well as outreach endeavors for the department. All standards, policies, and procedures set forth in the Peer Advocates for Wellbeing (PAW) manual apply and are expected of the AC Wellbeing position. The AC Wellbeing will:

- Engage in student professional development through enhancement of Principles of Leaders including but not limited to communication, problem solving, user experience, and teamwork;
- Assist with creating a culture of sustainability for SHCS, RAW, and campus community by helping to fashion a more just, humane, and sustainable world;
- Uphold policies, procedures, and environmental strategies to minimize risk and general safety of RAW users and employees and at SHCS;

Essential Duties and Responsibilities

- Administrative
 - Regular attendance to scheduled staff meetings, training sessions, and Recreation, Wellbeing, and University Union (RWUU) student leader team meetings.
 - Collaboration in planning and conducting regularly scheduled PAW staff meetings.
 - Active involvement in PAW staff scheduling.
 - Provide day-to-day operations in the PAW Room at SHCS, HOPE Pantry at SHCS, and/or Wellness Center at the RAW
 - Evening supervision and closing duties of offices within the Wellness Center
 - Daily completion of end-of-shift reports, logs, and/or program area specific documentation.
 - Engage with other RWUU Student Assistant Coordinators to develop student leadership experiences
 - Serve as back-up support for RWUU functional areas on an as needed basis.
- Programs and Services - Assist with wellbeing programs and services to support the needs of the CSUEB campus community inclusive of basic needs and wellness topics.
 - Assist with development of wellbeing outreach activities including tabling, presentation delivery, food/clothing distribution programs, etc.
 - Collaborate with the campus community on health outreach programs.
 - Coordination and development of promotional messages, marketing, and social media material for the department.
 - Active participation in outreach events promoting wellbeing programs and services.
 - Engage with other RWUU Student Assistant Coordinators to plan annual special events and support cross department activities
- Peer Advocates for Wellbeing (PAW)
 - Mentorship, training, and guidance for PAW.
 - Lead team building activities and facilitate engagement to build sense of team within the PAW group
 - Provide feedback with public speaking skills and outreach activity development

- Other duties as assigned.

Training will be provided for above duties and responsibilities.

Required Qualifications

- Currently enrolled CSU East Bay student and enrolled during Fall 2024 and Spring 2025 (minimum 6 units for undergraduate students; 4 units for graduate students). Summer semester enrollment is not required.
- Ability to work 20 hours per week with minimal conflicts
- One-year commitment to the position from Summer 2024 to Spring 2025. Summer term commitment is required for AC Training.
- Be in good academic standing (minimum GPA 2.0) during the time of application and maintain minimum GPA

Preferred Experience

- At least one semester experience as a PAW or Student Wellbeing Lead
- Previous peer educator or food pantry experience
- Leadership or volunteer experience
- Public Health, Kinesiology, Sociology, Psychology, or similar majors
- Strong communication, public speaking, and outreach skills
- Excellent oral and written skills
- Knowledge of Microsoft applications including Word, PowerPoint and Excel
- CPR/AED/First Aid Certified