Position Title: Peer Advocates for Wellbeing (PAW)
Status: Student Part-time/Non-exempt (Student Assistant)
Location: California State University East Bay, Hayward, CA
Reports To: Wellness Services Coordinator
Salary: $16.00/hour

Position Description
Under the supervision of the Wellness Services Coordinator, the Peer Advocates for Wellbeing (PAW) team assists Student Wellbeing Services Staff on planning, implementing, and evaluating health promotion programs and activities, which meet the needs of CSUEB students. PAW 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 manual apply and are expected of the position. PAW will:

● Engage in student professional development through enhancement of Principles of Leaders including but not limited to communication, problem solving, member 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 members and employees and at SHCS;

Essential Duties and Responsibilities
1. Work 15-20 hours per week.
2. Regular attendance to scheduled staff meetings and All Team meetings.
3. Assist with basic needs, wellness programs and services to support the needs of the campus community
4. Hold weekly office hours in the PAW Room at SHCS and/or RAW
5. Provide day-to-day operations in the PAW Room at SHCS, HOPE Pantry at SHCS, and/or Wellness Center at the RAW
6. Daily completion of end-of-shift reports, logs, and/or program area specific documentation
7. Active participation in outreach events promoting basic needs and wellness programs and services.
8. Other duties as assigned.

Required Qualifications
● Currently enrolled CSU East Bay student (minimum 6 units for undergraduate students; 4 units for graduate students). Summer semester enrollment is not required.
● Knowledge of Google apps (Drive, Docs, Sheets and Forms)
● Be in good academic standing (minimum GPA 2.0) during the time of application and maintain minimum GPA