

**Position Title:** Student Wellbeing Lead

**Status:** Student Part-time/Hourly

**Location:** California State University East Bay, Hayward, CA

**Reports To:** Wellness Services Coordinator

**Lead(s):** SWS Staff Lead for specialized area, and AC Wellbeing

## **Position Description**

Under the supervision of the Wellness Services Coordinator, the Student Wellbeing Lead will assist Student Wellbeing Services (SWS) Staff on planning, implementing, and evaluating health promotion programs and activities, which meet the needs of CSUEB students. The Student Wellbeing Lead 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 Student Wellbeing Lead position. The Student Wellbeing Lead 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;
- Specialize in one of the following areas: CalFresh, FamilyPACT, or HOPE Pantry

## **Essential Duties and Responsibilities**

1. Administrative
  - a. Regular attendance to scheduled staff meetings, training sessions, and semesterly Recreation, Wellbeing, and University Union (RWUU) student leader team meetings.
  - b. Daily completion of end-of-shift reports, logs, and/or program area specific documentation.
  - c. Facilitating appointments for a specific program area (CalFresh, FamilyPACT, HOPE Pantry)
  - d. Evening lead role and closing duties of offices within the Wellness Center
  - e. Email correspondence, appointment reminders, and communication with clients
  - f. Provide day-to-day operations in the PAW Room at SHCS, HOPE Pantry at SHCS, and/or Wellness Center at the RAW
2. Outreach/Marketing
  - a. Assist with leadership for wellbeing programs to support the needs of the CSUEB campus community inclusive of basic needs and wellness topics.
  - b. Active involvement in PAW staff scheduling for outreach coverage.
  - c. Active participation in outreach events including tabling, presentation delivery, food/clothing distribution programs, etc.
  - d. Collaborate with the campus community for planning health outreach programs.
  - e. Development of promotional messages, marketing, and social media material for program area.
3. Direct Client Services - CalFresh, FamilyPACT, or HOPE Pantry
  - a. Participate in specialized training in specific subject area
  - b. Provide direct client services via scheduled appointments including but not limited to application assistance, 1:1 discussions, daily operations, sanitation schedules, and session documentation.

- c. Support SWS Full-Time Staff with outcomes reporting
4. Peer Advocates for Wellbeing (PAW)
  - a. Assist with mentorship, training, and guidance for PAW students
  - b. Lead team building activities and facilitate engagement to build sense of team within the PAW group
  - c. Provide feedback with public speaking skills and outreach activity development
5. 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.
- One-year commitment to the position from Summer 2024 to Spring 2025. Summer commitment is required for Student Wellbeing Leads Training.
- Ability to work 17-20 hours per week with minimal conflicts
- Ability to work at least one weekday evening shift per week
- 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
- 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
- CPR/AED/First Aid Certified
- Excellent oral and written skills
- Knowledge of Microsoft applications including Word, Publisher, PowerPoint and Excel