Winter of Wellbeing Intern
5 - 10 hours/week • $13.79/hour
1-2 positions available – November 2020 - March 2021

The Winter of Wellbeing Intern will play an integral role in shaping what Campus Rec’s health promotion programming looks like for Winter term. This year we are planning a BINGO type engagement program using the Wellbeing Wheel. Participants will be encouraged to complete one activity in each of the 8 dimensions of wellbeing (physical, social, spiritual, environmental, financial, occupational, emotional, and intellectual) throughout the term. We will provide ideas and a few structured events and participants will also be able to choose their own activities. The Winter of Wellbeing intern will gain valuable experience in event planning, promotion, and engaging with participants in a virtual setting.

DUTIES AND RESPONSIBILITIES
- Act as the primary coordinator for Campus Rec’s Winter of Wellbeing program
- Assist with overall program creation and design
- Organize a minimum of 3 virtual events or engagement opportunities that align with different dimensions of the Wellbeing Wheel
- Organize a minimum of one virtual event or engagement opportunity in partnership with another department on campus
- Develop and manage weekly communication with participants, including educational content about each of the 8 dimensions of wellbeing
- Actively promote program events, including posting to social media, connecting with professors and departments, making announcements in classes or to student or staff groups, etc.
- Manage purchasing of supplies and incentives as well as program budget
- Meet weekly with Health Promotion Graduate Student Coordinator and Fitness & Wellbeing Coordinator
- Perform post-program assessment of the program, including designing a survey or other assessment tool to collect and evaluate feedback from participants and presenters
- Uphold Campus Rec’s mission, vision, and values and represent the department in a professional manner
- Handle other tasks related to the program as they arise

TYPICAL WORKING HOURS
Internship hours will be performed remotely with a minimum of five pre-scheduled and consistent hours per week. Work schedule must be approved by the internship supervisor but can be set largely based on intern availability and preference.

WORKING CONDITIONS
- Work will occur in a remote setting determined by the intern. Access to video calls is required.
MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec’s mission, vision, values, and dignity statements
- Positive attitude
- Good communication skills
- Self-motivation and strong interpersonal and communication skills
- **Must successfully complete a background check**

PREFERRED QUALIFICATIONS

- Student in the School of Public Health or related fields
  - Completion of PHE 471 “Health Promotion Program Planning & Evaluation”
- Desire to work in a health, wellness, or recreation career upon graduation
- Experience with virtual engagement strategies (ex. social media, email campaigns, etc.)

TO APPLY

Submit Campus Rec Student Intern Application (which can be found at the following webpage: https://www.pdx.edu/recreation/employment#jobsandinternships), 1 page cover letter, resume, and typed responses (no more than two pages) to the supplemental questions listed below to crecjobs@pdx.edu with the subject line stating “POSITION NAME, last name” by **9pm on Sunday, October 18 2020.**

Supplemental Questions

1. What are your career goals and how would this internship help you reach them?
2. Describe 1-3 ideas you have for virtual events or other engagement opportunities that would fit into the wellbeing wheel. Please specify which dimension(s).
   a. Examples include: coordinating a virtual game night for participants (dimension: social), collaborating with the Financial Wellness Center to develop a budgeting worksheet for participants to use (dimension: financial).

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant at 503-725-2946 or ckwong@pdx.edu

*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.*

**DEADLINE FOR SUBMISSION: Sunday, October 18 2020 @ 9pm PST**