Wellbeing Diaries Intern
5 - 10 hours/week • $13.79/hour
1 position available - February 2021 - June 2021

Wellbeing Diaries is a new wellbeing initiative focused on creating a sense of community. Each week a PSU community member will be featured in an article on CampusWell that will consist of their responses to a set of wellbeing focused questions. The goal of this initiative is to share and acknowledge a variety of perspectives on what wellbeing means and how it can be practiced.

DUTIES AND RESPONSIBILITIES

- Act as the primary coordinator for Campus Rec’s Wellbeing Diaries initiative
- Assist with overall program creation and design, including coming up with questions and a submission process for contributors
- Recruit a diverse range of contributors who can speak to a variety of wellbeing practices
- Manage communication with potential and confirmed contributors
- Edit and post all Wellbeing Diary entries on CampusWell website (training provided)
- Advertise Wellbeing Diaries and develop strategy for appealing to readers
- Perform post-program assessment of the program, including assessing analytics in CampusWell website
- Meet weekly with Health Promotion Graduate Student Coordinator and/or Fitness & Wellbeing Coordinator
- 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
- Strong written and verbal communication skills
- Self-motivation
- Interest in concepts of health and wellness
Must successfully complete a background check

PREFERRED QUALIFICATIONS
- Studying Public Health, Communication, or related fields.
- Desire to work in health/wellness or advertising/journalism career upon graduation.

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, January 17, 2021.

Supplemental Questions
1. What are your career goals and how would this internship help you reach them?
2. What are 1-2 wellbeing questions you think that Wellbeing Diary contributors should answer and why?
3. What aspect(s) of this internship are most appealing/relevant to you?

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 January 17, 2021 at 9pm