

CAMPUS REC

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

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- **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