The Walktober Intern is responsible for the development, promotion, management and implementation of Walktober. Walktober is a 31-day, incentive-based campaign to get the PSU community walking during Fall Term. PSU students, faculty, and staff can join the program and compete as individuals or teams by logging steps of walking daily. The Walktober Intern will be supervised by Campus Rec’s Fitness & Wellbeing Coordinator and the Health Promotion Graduate Student Coordinator and will gain valuable experience in program implementation, promotion, and management within a health and fitness setting.

**Duties and Responsibilities**

- Act as primary coordinator and contact person for Campus Rec’s Walktober program, including managing the Walktober email account.
- Brainstorm, develop, organize, and manage all Walktober related events. This may include themed walks, scavenger hunts, weekly competitions, kick-off and award ceremonies, etc.
- Manage Walker Tracker, the challenge software used for program management.
- Actively promote and recruit participants for Walktober using a variety of strategies.
- Facilitate ongoing participant engagement using various methods such as social media outlets and Walker Tracker push notifications.
- Develop and send weekly newsletters to maintain participant engagement.
- Coordinate program incentives. This includes researching options for incentives, assisting with the purchasing of incentives in accordance with the Walktober budget, and determining when/how to offer and distribute incentives.
- Assist with the development and distribution of Walktober satisfaction surveys and other assessment tools.
- At the end of the internship, deliver a short presentation summarizing program outcomes and assessment results.
- Attend weekly 1-on-1 meetings with the Internship Supervisor.
- Uphold Campus Rec’s mission, vision, and values and represent the department in a professional manner.
- Handle other tasks related to Walktober 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

We anticipate most work related to Walktober will occur in a remote setting with tentative and occasional in person work for walks or events. Final work schedule and location will be determined in conjunction with PSU protocols closer to the start of Fall Term.

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
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- Positive attitude
- Self-motivation and strong interpersonal and communication skills
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions
- **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 the Public Health/Fitness field upon graduation

Application Instructions

1. Complete the [Campus Rec Intern Application](#), **supplemental question responses** (see below), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
   - Visit the University Career Center’s [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
   - Visit the University Career Center’s [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, cover letter, and responses to supplemental questions** below as **PDFs** to the [Campus Rec Jobs email](mailto:crcjobs@pdx.edu) at crcjobs@pdx.edu with the subject line stating "Position Name, Last Name."

3. You will receive a confirmation email that we have received your application within one week.

**Supplemental Questions:**

1. What duty or responsibility from this internship description sounds most exciting to you? Which seems most challenging?
2. Describe one idea you have for actively engaging participants during Walktober. Keep in mind this is a primarily virtual program open to anyone in the PSU community (students, faculty, staff, Campus Rec members, etc.).
3. What are your career goals and how would this internship help you reach them?

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at 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, July 11 at 8 p.m. PST**