

# CAMPUS REC

## **Spring Health Promotion Intern**

**5 Hours/Week • \$16.07/Hour**

1 Position Available • Start Date: Mid February

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Spring health promotion intern is responsible for the development, promotion, management, and implementation of Campus Rec's Spring term health promotion and wellbeing programming and initiatives. For Spring 2024, the emphasis is on promoting size acceptance and dispelling harmful diet culture, toxic fitness culture, and weight loss myths. The 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 planning, implementation, promotion, and management within a health and fitness setting.

### **Duties and Responsibilities**

- Act as primary coordinator and contact person for Campus Rec's Spring health promotion programming. This includes being on site for all in person programs.
- Assist with the brainstorming, development, organization, and management of all Campus Rec Spring health promotion programs and/or initiatives.
- Develop and send educational newsletters to promote initiatives and/or maintain participant engagement.
- Collaborate with the Campus Rec marketing team to actively promote and recruit participants for Spring health promotion programming.
- Assist with the development and distribution of satisfaction surveys and other assessment tools.
- Track program participation and engagement.
- 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(s).
- Handle other tasks related to Spring health promotion programming as they arise.

### **Expectations**

- Maintain good academic standing: Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate

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- Commitment to Campus Rec's mission, vision, values, and commitment to equity statements (learn more about them [here](#)).
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds.

## Working Conditions

- Typical Working Hours: Hours vary; 3-5 regularly scheduled office hours per week can be set, with Internship supervisor approval, according to your schedule. Expect to work an average of 5 hours per week, with more or fewer hours depending on the needs of the program. Physical presence on campus is required for in person events.
- Location of Work: Most job duties and responsibilities can be performed remotely or from the Rec Center administrative office, based on preference. Events will occur in the Rec Center.
- Type of Work: Regular computer work and potential facilitation of in person events.
- Attire: staff shirt and name tag required for in person events.

## Minimum Qualifications

- Be in good academic standing: Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate
- Demonstrates alignment with [Campus Rec's Values](#) and/or [Commitment to Equity Statement](#)
- Basic understanding of diet culture, weight stigma, [Health at Every Size®](#) principles and/or other related knowledge to inform programming and initiatives.
- **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"
  - Current or previous enrollment in PHE 323U "Body Liberation for Health" (previously Intro to Fat Studies)
- Desire to work in the Public Health/Fitness field upon graduation
- Self-motivation and strong interpersonal and communication skills

## Application Instructions

1. Complete our [Campus Rec Intern Application](#), a **resume**, and **answers to the supplemental questions** listed below describing your interest in the position and any related experience.

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- Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and supplemental responses** as **PDFs** to the [Campus Rec Jobs email](#) at [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) and Erin Bransford at [orndorf@pdx.edu](mailto:orndorf@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 specifically about this internship interests you? How do the goals of Campus Rec's Spring health promotion programming align with your own values and mission?
2. Describe one idea you have for actively engaging participants with our programming and/or initiatives during Spring term. You can view the [2023 Love Your Body Week Calendar](#) for examples of events we've offered in the past.
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](#) at [ckwong@pdx.edu](mailto: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: Monday January 29th, 2024.**