

# CAMPUSREC

## Walktober Intern

**5-10 Hours/Week • \$16.96/Hour**

1 Position Available • Start Date: Negotiable, July-August 2025

*We accept Federal Work Study Applicants, but not required*

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 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 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.

**Supervisor for this Position:** Jenna Siegel, Fitness Coordinator, [jesiegel@pdx.edu](mailto:jesiegel@pdx.edu)

## 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. A minimum of one intern-led event is required per week.
- Manage ChallengeRunner, the challenge software used for program management.
- Develop and send weekly newsletters to maintain participant engagement.
- Facilitate ongoing participant engagement using various methods such as social media outlets and Challenge Runner chat features.
- 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.
- Collaborate with the Campus Rec marketing team to actively promote and recruit participants for Walktober.

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- 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.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Handle other tasks related to Walktober as they arise.

## Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- 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; five regularly scheduled office hours 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: 1800 SW 6th Ave, Portland, OR. Most job duties and responsibilities can be performed remotely or from the Rec Center administrative office, based on preference. Some work will occur outdoors when guiding walks.
- Type of Work: regular computer work and leading 30-60 minute guided walks once per week.
- 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)
- 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. These certifications can be provided at no cost to you through Campus Rec.
- Position Specific (Examples: Bloodborne Pathogen Certification, Lifeguard Certification, Instructor Certification, etc.).
- **Must successfully complete a background check**

## Preferred Qualifications

- Student in the School of Public Health, Business (Marketing, etc.), or related fields

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- 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 [Job Application](#), 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, and supplemental responses** as **PDFs** to the Campus Rec Jobs email at [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu), Maddie Crocker at [macrock@pdx.edu](mailto:macrock@pdx.edu), AND Jenna Siegel at [jesiegel@pdx.edu](mailto:jesiegel@pdx.edu) with the subject line stating "Position Name, Last Name." You will receive a confirmation email that we have received your application within one week.
3. You will receive a confirmation email that we have received your application within one week.

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](mailto:ckwong@pdx.edu).

## Supplemental Questions

1. What duty or responsibility from this internship description sounds most exciting to you? Which seems most challenging?
2. What previous experience do you have utilizing social media platforms in a professional setting? If not, is this something you are comfortable engaging in?
3. Describe one idea you have for actively engaging participants during Walktober. You can view the [2024 Walktober Event Calendar](#) for examples of events we've offered in the past.
4. What are your career goals and how would this internship help you reach them?

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, June 1 2025 by 10pm**