

CAMPUSREC

Health Promotion Graduate Student Coordinator

10-15 Hours/Week • \$21.64/Hour

1 Position Available – Start Date: August/September 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 Health Promotion Graduate Student Coordinator (HPGSC) is responsible for assisting the Fitness Coordinator in the development, promotion, management, implementation, and evaluation of Campus Rec Health Promotion programs and events while helping to foster a culture of wellbeing and size inclusivity within Campus Rec. HPGSC work is centered on positively impacting the health and wellbeing needs of the entire campus community, including the unique needs of traditionally underserved populations. The HPGSC is supervised by Campus Rec's Fitness Coordinator and will gain valuable experience in program planning, assessment, and management/leadership within a recreational setting. This is a unique opportunity for a graduate student to apply what they are learning in the classroom in preparation for a career in the Health Promotion field. Students in the MPH:HP track can use their work in this position to satisfy their Practice Experience requirement for completion of their degree.

Supervisor for this Position: Jenna Siegel, Fitness Coordinator, jesiegel@pdx.edu

Duties and Responsibilities

- Coordinate, develop, organize, and manage a minimum of three Campus Rec Health Promotion programs per year; recently this has been [Walktober](#), [Rec Buddies](#), and [Spring into Wellbeing](#), but events are subject to change
- Lead the recruitment, interviewing, hiring, training, supervision, and mentoring of approximately two student interns
- Support Campus Rec's work with the Freshman Inquiry (FRINQ) Student Success Pilot, including facilitating wellbeing sessions in FRINQ classes and updating and creating wellbeing presentation content for first-year PSU students
- Assist with development and implementation of Health Promotion program assessment
- Actively promote, market, and recruit participants for Health Promotion programs

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- Propose suggestions for new Health Promotion programming and/or changes to existing programming that are evidence-based and supported by theory
- Provide input, make recommendations, and implement strategies to positively impact the unique health promotion and wellbeing needs of traditionally underserved populations
- Champion Campus Rec's commitment to the [Health at Every Size®](#) approach, including working in collaboration with the School of Public Health's Body Liberation for Health course
- Create and facilitate wellbeing trainings for staff
- Collaborate with marketing to review, update, and implement wellbeing language, images, and social media content within Campus Rec outreach and materials
- Facilitate weekly 1-on-1 meetings with the Fitness Coordinator
- Schedule and run weekly meetings with Health Promotion student interns
- Other duties as assigned

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:** Monday-Friday, varying hours. Occasional weekends as needed.
- **Location of Work:** 1800 SW 6th Ave, Portland, OR
- **Type of Work:** Graduate Student Coordinators must be available to work 3 days per week between Monday and Friday with occasional weekends/nights. Work hours typically average 5 hours per day. Work schedules must be approved by the Fitness Coordinator. The Graduate Student Coordinator should not expect to schedule Health Promotion hours around additional outside employment.
 - Work includes light to moderate physical activity such as walking, setting up tables/chairs, using the Rec Center, and participating in Campus Rec programming.
 - Work includes public speaking at Health Promotion events and in a classroom setting.

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- **Attire:** Campus Rec staff shirt, nametag, closed toed shoes

Minimum Qualifications

- Bachelor's Degree and full-time enrollment in a graduate program at Portland State University by Fall 2025
- Previous experience working in a public health or health promotion setting
- Maintain minimum enrollment (5 graduate credits) for three out of four terms in the year
- Minimum 3.0 grade point average (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and commitment to equity statements
- Demonstrated leadership experience
- American Red Cross First Aid and CPR/AED certifications or obtain within 4 weeks of hire
- **Must successfully complete a background check**

Preferred Qualifications

- Incoming student in the OHSU-PSU School of Public Health Master of Public Health program, preferably with a Health Promotion concentration
 - Option to fulfill Practice Experience requirement in this role, over one or two terms depending on student schedule (in 2nd year, after core classes have been completed)
- Desire to work in the Health Promotion field upon graduation
- Understanding of the [Health at Every Size®](#) approach
- Previous supervisory experience
- Previous experience with health promotion program planning and evaluation
- Strong candidates should have ideas and plans of action for improving or developing Campus Rec Health Promotion Programming and for positively impacting the culture of wellbeing and size inclusion at Campus Rec

Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, a **one-page cover letter** describing your interest in the position, and **answers to the supplemental questions** listed below.
 - 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.

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2. Email **application, resume, cover letter**, and **supplemental question responses** as **PDFs** to Jenna Siegel, jesiegel@pdx.edu, Maddie Crocker at mcrocker@pdx.edu, **AND** the Campus Rec Jobs email at crcjobs@pdx.edu with the subject line stating "Health Promotion Graduate Student Coordinator, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

Supplemental Questions

1. What do you think are the most pressing barriers for our community when it comes to accessing Campus Rec? How do these barriers relate to the social determinants of health and what strategies would you use to address them?
2. What are your career goals and how would this position help you achieve them?
3. What does "wellbeing" mean to you?
4. What does a size inclusive fitness and recreation environment look like to you?

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.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

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Deadline for Submission: Priority deadline is July 22, 2025 by 10pm . Position will remain posted until filled.