Healthy U Wellness Challenge Intern Description

10 - 20 hours/week • September 2015 – April 2016 • 1-2 positions available

The Healthy U Wellness Challenge Intern is responsible for the development, promotion, management and implementation of Campus Rec’s Healthy U Wellness Challenge. The Wellness Challenge is a 5 week, incentive-based campaign to encourage the PSU community to engage in healthier living practices throughout Winter Term. PSU students, faculty, and staff can join the program as an individual or as a team and earn points for participating in exercise, incorporating healthy habits into their lives, and attending on-campus wellness related events. Previous challenges have had approximately 300 participants and similar participation is anticipated for 2016. The Healthy U Wellness Challenge offers special programming to encourage a healthy and well-balanced lifestyle and strives to educate and engage the PSU community in all aspects of wellness.

The program has been re-designed for the upcoming year and there is great opportunity for this year’s intern(s) to help shape the program for this and future years. The Healthy U Wellness Challenge Intern will be supervised by Campus Rec’s Fitness & Health Promotion Coordinator and Health Promotion Graduate Student Coordinator and will gain valuable experience in program design, implementation and management within a health and fitness setting.

DUTIES AND RESPONSIBILITIES

• Act as a primary coordinator and contact person for Campus Rec’s Healthy U Wellness Challenge.
• Brainstorm, develop, organize, schedule, and manage a variety of Healthy U Wellness Challenge events. This may include collaborating with other departments on campus, working to bring in outside speakers for educational sessions, coordinating special activities for participants, and personally leading events.
• Coordinate a minimum of two Healthy U Wellness Challenge events per week.
• Contribute ideas for overall program design including the point and incentive structure, the healthy habits list, etc.
• Coordinate program incentives. This includes researching options for incentives, assisting with the purchasing of incentives in accordance with the program budget, and determining when/how to offer incentives.
• Actively promote, market, and recruit participants for the Healthy U Wellness Challenge.
• Keep participants informed and engaged through weekly emails and regular social media posts regarding upcoming events, competition standings, words of encouragement, etc.
• Respond to all participant questions and concerns related to the Healthy U Wellness Challenge.
• Facilitate upkeep and accuracy of the Healthy U Wellness Challenge website.
• Assist with assessment of the Healthy U Wellness Challenge to determine its effectiveness, including creating surveys and collecting and analyzing data. Complete online Internal Review Board training in order to handle data.
• Help determine ways to continue supporting participants even after the Challenge is completed.
• Attend weekly 1-on-1 meetings with the Internship Supervisor.
• Uphold Campus Rec’s mission and values and represent the department in a professional manner.
• Handle other tasks related to the Healthy U Wellness Challenge as they arise.

TYPICAL WORKING HOURS

Variable but may include early morning, evening, and weekend hours. Healthy U Wellness Challenge events must be offered at a variety of times throughout the program. With approval of the Internship Supervisor, office hours can be set based on intern availability and preference.

WORKING CONDITIONS

• Work will occur primarily indoors in an office setting
• Work may include moderate physical activity and being outdoors when coordinating events
• Work may include public speaking when promoting the Challenge and leading events
MINIMUM QUALIFICATIONS

- Commitment to Campus Rec’s mission statement
- Strong communication and organizational skills
- Positive attitude, self-motivation, ability to take initiative, and strong interpersonal skills
- Must successfully complete a background check

PREFERRED QUALIFICATIONS

- Student in the School of Community Health, a Master of Public Health program, or related fields
  - Completion of PHE 471 or PHE 550 “Health Promotion Program Planning”
- Desire to work in the Health, Wellness, or Fitness field upon graduation
- Past participation in the Healthy U Wellness Challenge
- Ability to lead educational sessions (topics TBD) and/or physical activity events
- Understanding of the wellness wheel

TO APPLY

Submit Campus Rec Student Intern Application (which can be found at [http://www.pdx.edu/recreation/internships](http://www.pdx.edu/recreation/internships)), cover letter, resume, and typed responses (1-2 pages) to the supplemental questions listed below to Erin Bransford, Coordinator of Fitness and Health Promotion, at orndorf@pdx.edu and Jen Cai, Health Promotion Graduate Student Coordinator, at jcai@pdx.edu. Questions can also be emailed to jcai@pdx.edu. Applications are due by Sunday August 16, 2015 at 11:59pm.

Supplemental Questions:
1. What duties or responsibilities from this internship description sound most exciting to you? Least exciting?
2. Describe one idea you have for a special Healthy U Wellness Challenge event that you would be interested in developing and leading if you were offered the position of Healthy U Wellness Challenge Intern.
3. What are your career goals and how will this internship help you achieve them?
4. What aspect(s) of the wellness wheel are you most passionate about? How might this aspect of wellness be addressed in the Wellness Challenge? What aspect(s) of the wellness wheel are you least familiar with?

If you need accommodations in filling out this application, please contact the Campus Rec Office Coordinator, Joelle Kenney, at 503-725-2943 or joellek@pdx.edu.