Healthy U Wellness Challenge Intern

10 - 20 hours/week • November 2012 – March 2013 • 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 9 week, incentive-based campaign to get 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. Last year’s challenge had over 300 participants and similar or greater participation is anticipated for 2013. 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 Healthy U Wellness Challenge Intern will be supervised by Campus Rec’s Fitness & Health Promotions Coordinator and will gain valuable experience in program implementation and management within a health and fitness setting.

DUTIES AND RESPONSIBILITIES

• Act as 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 – at least one educational session and one physical activity.
• Contribute ideas for overall program design including changes to point structure, expansion of the healthy habits list, creation of a campus-wide wellness calendar, 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.
• Send weekly emails to Healthy U Wellness Challenge participants regarding upcoming events, competition standings, words of encouragement, etc.
• Respond to all participant questions/concerns related to the Healthy U Wellness Challenge.
• Facilitate upkeep and accuracy of the Healthy U Wellness Challenge website.
• Calculate and update team leaderboard as needed.
• Assist with the development and distribution of Healthy U Wellness Challenge assessment tools.
• 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 leading educational sessions
MINIMUM QUALIFICATIONS

• Commitment to Campus Rec’s mission statement
• Positive attitude
• Strong written communication and organizational skills

PREFERRED QUALIFICATIONS

• Student in the School of Community Health
  o Completion of PHE 471 “Health Promotion Program Planning and Evaluation”
• Desire to work in the Health, Wellness, or Fitness field upon graduation
• Participation in the 2011 or 2012 Healthy U Wellness Challenge
• Ability to lead educational sessions (topics TBD) and/or physical activity events
• Understanding of the wellness wheel
• Self-motivation, ability to take initiative, and strong interpersonal skills

TO APPLY

Submit Campus Rec Student Intern Application (which can be found at http://www.pdx.edu/recreation/internships), cover letter, and typed responses (1-2 pages) to the supplemental questions listed below to Erin Bransford at orndorf@pdx.edu by Sunday November 4, 2012 at 11:59pm.

Supplemental Questions:
1. What duty or responsibility from this internship description sounds 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 of the wellness wheel do you feel most knowledgeable in? How might this aspect of wellness be addressed in the Healthy U Wellness Challenge?

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Suite at 503-725-5127 or crecjobs@pdx.edu.