



Purpose of Position:

Responsible for assisting the WKU Health Education and Promotion Program of Intramural-Recreation and Sports Department with the development, organization, implementation, evaluation and marketing of health promotion programs on a variety of health issues for the campus community. This will involve presenting various health issues to the campus community, attending meetings/committees with various campus departments. Group presentations are an integral part of the job function. This position reports to the Assistant Director, Health & Fitness.

Responsibilities include but are not limited to:

- Actively lead in the development and implementation of wellness programs and events utilizing evidence-based framework.
- Organize and follow up with marketing efforts of various programs & health promotion services. To include, development of marketing materials, maintaining website, update TopperWell social media, seek new ways to reach target populations.
- Independently seek creative new programming and ways to increase the visibility of the Health Education and Promotion program and the peer health education group.
- Recruit, enlist and train Topperwell members, Health Education Student workers and Interns.
- Assist with keeping standardized materials, handouts, bulletin boards and fliers updated throughout campus, in Preston Center and WKU Graves Gilbert Clinic.
- Assist with the creation, distribution & evaluation of the Stall Street Journal publications.
- Assist with the organization of the Health Education workspace, training room, storage room and supply areas.
- Assist with updating and creating Health Promotion website pages (including health topics, NCHA data, surveys/polls, photo albums, etc.). Including the development of interactive educational videos.
- Assist with the development of resources for students, clinical staff and academic departments for relevant and up to date health education materials and literature.
- Assist with survey data collection for program evaluations and ACHA-NCHA surveys. Utilize this data for helping to develop evidence based programs.
- Work a flexible schedule as needed including availability for presentations and meetings on nights and some weekends.
- Work with the Health & Fitness Lab and WellU® staff re: program and Healthy Campus initiatives.
- Meet weekly with the health education and promotion team and as needed for effective communication, program progress and updates.
- Provide detailed monthly activity reports and/or time sheets.
- Adhere to daily office hours
- Serve as professional staff (rotating weekends) on duty for overall management and supervision of all staff, programs, and recreational sports facilities to include opening and closing facility and managing customer-related situations and emergencies.
- Assist full-time staff in presentation of various in-service programs.
- Assist with departmental special events.
- Perform other duties as assigned.

Minimum Training & Experience Required:

- Bachelor's Degree in Public Health, Health Education, Health Promotion, Community Health, Exercise Science, Student Affairs, Family and Consumer Science or a related field.
- Strong personal, organizational, motivational, communication, writing, and computer skills.
- Outstanding people skills, maturity and sensitivity to cultural, sexual, religious and racial differences among people and cultures.
- Effective public speaking skills.
- Health promotion and marketing experience.
- Proficiency with MS Office for reports, spreadsheet and data generation
- Independent focus and excellent organizational and time management skills.

Preferred Qualifications:

- Experience with SPSS, Adobe Creative Suite (Photoshop, Illustrator and Premier Pro) and website maintenance (OU Campus) for marketing materials, creating of educational tools, updating and editing site content.

Graduate School Requirements:

- Bachelor's Degree from an accredited four year institution.
- Graduate admission requirements vary by program.
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive graduate assistantship, stipend, and tuition waivers.

Stipend and Tuition:

- \$9,500 Stipend (August – May)
- Out of State Tuition Waived
- Tuition Waiver (9 hours during the fall and spring semesters)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

Eligible candidates must be available to begin work no later than August 1, 2019.

Commitment:

- 2 Year Appointment

To apply, send a cover letter, resume, and two professional letters of recommendations to:

Contact:

Alissa Arnold
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Preston Health & Activities Center
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