Well-Being Graduate Assistant

PROGRAM OVERVIEW
Campus Recreation and Wellness at East Carolina University provides the following programs and services for the campus community: wellness, intramural sports, fitness, informal recreation, club sports, adventure leadership programs, summer camps, and special events. Facilities include a state of the art 150,000 square foot Eakin Student Recreation Center; 30,000 square foot Health Sciences Student Center; an 18-acre multi-sport field complex; a team challenge course; and a 129-acre sports complex which includes eight sport fields, a six-acre lake, disc golf course, boathouse, walking/jogging trails, outdoor fitness equipment, sandy beach area, beach volleyball courts, and an Odyssey challenge course.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 27,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 90,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distance of coastal resorts.

PRIMARY PURPOSE OF THE POSITION
As a talented Well-Being Graduate Assistant, you will coordinate the development, implement, and evaluation of programming for an innovative, dynamic, and collaborative effort to promote a culture of well-being. You, specifically, will manage the day-to-day operations of health & well-being hubs, educational workshops and programs, and assigned special events. You will work closely with colleagues to market and evaluate world-class well-being experiences and programs. You will provide direct supervision to multiple student program managers and numerous part-time student well-being ambassadors. The Well-Being Graduate Assistant reports to the Coordinator of Well-Being.

You will have the opportunity to help Pirates thrive! Using the Five Essential Elements of Well-Being (career, social, financial, physical, community), you will assist the University in executing its commitment to maximizing student success by guiding students, members, and guests as they discover, explore, and live a healthy lifestyle.

You will join a team that engages the Pirate Nation in diverse recreational and well-being experiences and one that values inclusivity, learning, innovation, fun, and tradition. We are creating a workplace that recognizes the voices and contributions of team members at all levels, listens, and responds to our community.
ESSENTIAL JOB FUNCTIONS

You will dedicate energy to:

Talent Management – 40%

- Assist in the recruitment, onboarding, supervision, and evaluation multiple part-time student well-being ambassadors and program managers.
- Co-lead the cohort training program and Certified Peer Educator training for newly hired well-being ambassadors each semester.
- Provide an environment that supports strengths-based learning through ongoing coaching conversations.
- Coach career growth by providing various methods of continuing education opportunities.
- Deliver frequent praise and recognition for excellent work.
- Create an environment where employees feel heard and appreciated for their contributions.
- Role model a management style that promotes well-being and self-care

Program Management – 40%

- Lead day-to-day operations and assist with the marketing and evaluation, of a comprehensive well-being program aligning with the five (5) essential elements of well-being: career, social, financial, physical, community.
- Create and deliver public health content and programs including alcohol & other drugs, mental health & stress management, sexual health & healthy relationships, nutrition & body image, and overall well-being.
- Monitor assigned operational, revenue, and grant budgets.
- Monitor KPIs utilizing quantitative and qualitative data. Provide regular written reports outlining successes, opportunities for growth, and recommendations.
- Develop and nurture relationships with campus and community stakeholders.
- Represent the ECU community on local and regional health related committees/organizations.
- Provide support and collaboration to colleagues delivering movement and exercise experiences.
- Continue professional development through membership in professional organizations, attending and presenting at conferences and workshops, professional reading, and staying current with trends and issues pertinent to well-being. Contribute to scholarly articles, blogs, and publications.
- Other duties as assigned.

Well-Being Coaching – 30%

- Utilize a coaching model to help clients clarify vision and values, assess readiness to change, determine focus and set goals, prepare for action, and maintain behavior change.
- Provide necessary coaching to support behavior change, on an individual or group basis, delivered in an in-person or virtual environment.
- Become an expert at resources available on and off campus to enhance student well-being.
- Assist with client assignment and client management.
Minimum Qualifications

- A Bachelor’s degree in Public Health, Health Education, Health Promotion, Integrated Well-Being, or related experiences.
- Accredited Health Coaching certification or the willingness to obtain within six (6) months
- Demonstrated ability in writing, speaking, and presenting well-being related content and material
- Demonstrated ability for clear, cogent written and verbal communication.
- Ability to work independently and as part of a team.
- Red Cross, CPR, AED, and First Aid certifications or ability to obtain within 60 days of employment.

DATES OF EMPLOYMENT & COMPENSATION

- Expected work dates are August 1, 2023 – May 4, 2024 (excluding all student observed holidays).
- Stipend of $11,875 for 9½ months. Professional development support available. Full In-State Tuition and Student Fees included. Out of state students are responsible for paying the amount of the difference between out of state and in-state tuition. Room and board are the responsibility of the incumbent. Additional opportunities are available for summer employment.
- This is typically a 2-year position with a satisfactory evaluation required to continue to second year.
- Position is open until filled. Applicant review will begin immediately.
- Funding for this position is contingent on the continued availability of auxiliary funds.

APPLICATION PROCESS

To apply for this position please email cover letter, resume, and a list of three professional references to Gabby Dickey, Sr. Assistant Director of Wellness at dickeyg22@ecu.edu.

Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.