**Wellness Peer Educator**

Marquette University Medical Clinic

**General Description**

The Wellness Peer Educator is a student staff position in the Marquette University Medical Clinic (MUMC). The Director, Alcohol and Other Drug Prevention and Education Programs directly supervises the Wellness Peer Educator. The Wellness Peer Educator serves as a member of the peer education teams and is responsible for assisting with all aspects of creating and implementing a comprehensive wellness program at Marquette, including the development of social norms messaging, educational publications, designing and presenting prevention and wellness-based programs and presentations, and assisting with assessment and data analysis as needed. The student filing this position should have an overall interest in shaping a healthier and safer Marquette community.

As a staff member within the MUMC, Wellness Peer Educators will also be expected to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in the MUMC East Clinic (707 Building, Suite 138) when needed. Members of the Wellness Peer Educator team perform their work in a highly collaborative environment and should be expected to work closely with student and professional staff to complete the responsibilities listed below.

**Specific Responsibilities**

* Assist in the development and implementation of a comprehensive student wellness model within the Marquette community, including content and program development, publicity, scheduling, presentations, and evaluation
* Develop and present, upon request, wellness and prevention-based educational sessions for students organization, campus department student groups, or faculty and staff
* Participate in the development of new programs and offerings related to wellness education
* Work with publications staff to produce a social norms marketing campaign on appropriate topics in prevention and campus harm-reduction. Take the lead in developing and researching campaign content and format.
* Conduct appropriate research for health programs utilizing various resources both on and off campus (i.e. library data bases, internet, Medical Clinic staff, community and campus organizations)
* Develop and design promotion of health education events and programs; distribute throughout the campus community
* Assist in the design and utilization of program evaluation and needs assessment tools, work with various focus groups
* Assist in the analysis of assessment information and the creation of executive summaries and annual reports
* Participate in the development and design of passive health education programming (i.e. bulletin boards, brochures, handouts, web page, etc.)
* Assist in Marquette University Medical Clinic surveys and special projects
* Networking with professors and other campus professionals in creating opportunities conducive for health education programming and preventive health messages
* Participate in bi-weekly one on one meeting with supervisor and attend training sessions prior to and throughout the academic year.
* Maintain regular office hours each week
* Perform all other duties as assigned or as the situation dictates

**Qualifications**

* Prior leadership/wellness/health programming experience
* Strong presentation, speaking, and service skills
* Good standing with the University (both academic and disciplinary)
* Ability to work independently and accept individual responsibility for projects or assignments
* Creativity, enthusiasm, and willingness to learn
* Ability to effectively represent the MUMC to student groups, campus departments, and community agencies

**Remunerations**

* Approximately 8-10 hours per week (office hours must be 9:00 am-4:30 pm; with some evening and weekend presentation commitments)
* $8.60 per hour

Updated January 2015