

Student Internship Position Description Wellness Connection

Position Summary

The purpose of this position is to assist with the operation and implementation of health and wellness events, education classes and workshops, and to promote the mission of the Department of Recreation and Wellness in action and in spirit.

Essential Duties and Tasks

- Develop and/or plan, implement, and evaluate current Wellness Connection programming and projects including: late night events, employee wellness, orientation and registration and national speakers.
- Assist with special events hosted by the Wellness Connection.
- Assist with marketing programs and special events that the Wellness Connection sponsors.
- Assist in supervision of the Student Recreation Center in absence of professional staff.
- Provide excellent customer service and maintain positive relations and rapport with Student Recreation Center members.
- Work with other professionals involved with campus health promotion and education to aid in the coordination and collaboration of campus programs.
- Assist staff with general day to day duties of the office. Attend all regularly scheduled office hours.
- Promote the philosophy of wellness both in spirit and in action.
- Perform other duties as required by the professional staff.

Knowledge, Skills and Abilities

- Computer software skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Attention to detail

Requirements

- Candidate must be in "good" academic standing with BGSU
- Business casual dress requirement

Supervision

- Supervised by the Director of the Wellness Connection