



# *Residential Life Wellness Assistant*

*Position Description 2023-2024*

## **Overview**

Residential Life is looking for energetic undergraduate or graduate students who will take the initiative, demonstrate creativity and a willingness to help residential students learn information and gain skills that will empower them to make helpful decisions about their health, well-being, and safety. This is a paid hourly position expecting 5-10 hours per week.

## **Job Description**

Recognizing the impact that individual knowledge and skills, interpersonal relationships, the campus environment, and policies have on well-being, the Wellness Assistants aim to incorporate the wellness wheel which includes eight wellness components: Emotional, Environmental, Financial, Intellectual, Occupational, Physical, Spiritual, and Social as a guide in executing their roles and responsibilities.

### *General:*

- Work collaboratively with all Wellness Assistants, Residence Life staff, and other key campus stakeholders to promote student and campus health and well-being
- Plan and implement educational programming and awareness campaigns for residential students
- Foster an inclusive community to build a sense of belonging and well-being
- Schedule and conduct fire inspections with a staff partner to assess residential spaces for fire risk and policy violations
- Help residents understand the residential restrictions around fire safety from an education-based approach

### *Preferred Skills:*

- Strong public speaking, facilitation, and interpersonal skills including an ability to communicate clearly, concisely, and convincingly to diverse audiences
- Ability to multi-task and manage several projects at once in a fast-paced work environment with strong attention to detail and excellent follow through on tasks and overarching priorities
- Experience coordinating multiple projects simultaneously, managing time efficiently, and prioritizing tasks
- Willingness to work evening and weekend hours as needed

## **Application requirements**

- Full-time undergraduate or graduate enrollment at Binghamton University
- Cumulative GPA of 2.5 or higher preferred
- Availability that includes weekdays, nights, and weekends
- Proficiency working with Google Docs, Google Drive, and Google Calendar
- On-campus residency preferred
- Previous customer service experience preferred
- Comfortable with moving tables/chairs (up to 50 lbs.)
- Comfortable with walking to and from state buildings during assigned shifts

## **Compensation & Term of Employment**

- Hourly Pay: \$15.00
- This position is for one academic year with the opportunity for reappointment following a performance evaluation.
- Assistants will be employed by Residence Life and will directly report to the Residential Wellness Initiatives Director.

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact [reslifejobs@binghamton.edu](mailto:reslifejobs@binghamton.edu). We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

**Binghamton University is an affirmative action/equal opportunity employer.**

*Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.*