

Graduate Wellness Coordinator - Job Description

This position is offered to a student enrolled in a graduate program at Maryland Institute College of Art. Student must have an interest in Wellness initiatives on MICA's campus. MICA Wellness addresses topics on, but are not limited to, sexual violence, physical health, and mental/emotional health. Student will work with student counseling center, student health center, and the fitness center to create programs suitable programs for graduate students. These programs will provide education and resources regarding the topics above.

Primary Responsibilities

- Liaison between Graduate students and MICA Wellness to develop health and wellness programming for graduate students
- Will plan 3 programs per a semester which include but are not limited to physical health, mental/emotional health, and prevention programming
- Programs will be in collaboration with both on-campus and off-campus partners
- Manage schedule for Fitness Assistants during the regular semester. Create schedule for winter break and Spring break according to staff availability
- Manage shift substitutions
- Assist with Staff training
- Will need to attend monthly Fitness staff meetings
- Bi-Weekly meeting with Health Promotions Educator or Undergrad Wellness Coordinators
- Assist with other Wellness programs as needed
- Front desk coverage as needed
- Assisting the Health Promotions Educator as needed
- Will be CPR/First Aid trained

Important attendance dates

- August 13 & 14 - Coordinator Training
- August 17 & 18 - Joint Training
- August 23-25 - Orientation
- September 9th - CPR Training

This job will require a work schedule of 10-15 hours per a week. At a rate of \$13 per hour.

Upon interest in this position, please submit a resume along with your answers to the following questions to Health Promotions Educator, Keri Watley. kwatley@mica.edu

1. Why are you interested in this position?
2. What do you feel is the greatest public health issues for Graduate students at MICA?
3. How do you maintain your personal wellness?

Please submit resume and questions by July 1st, 2018. If you have any questions contact. Keri Watley at kwatley@mica.edu.