HERS Intern #1 – Health & Wellness Program Planning and Design

Duration: One semester, approximately 600 hours

- Assist with organizing Health & Wellness Promotion programs and activities such as Order-in, Healthy Mondays, Wellness Wednesdays, Well Café, and Fit Stop Wellness Check-in.
- Coordinate with Intern #2 to collaborate with peer educators in wellness programming
- Create/design promotional material for HWP programs within digital standard requirements.
- Maintain the HWP events calendar.
- Ensure that all materials, events and presentation are branded with the Health & Wellness Services logo and basic contact information.
- Collaborate and maintain an ongoing partnership with Integrated Wellness departments to establish program topics, descriptions and schedule.
- Collaborate with the “marketing” student worker to ensure that any pertinent advertisements be included in presentations or general programming.
- Maintain and update internal digital campaign displays in HWS and in the WELL
- Document event evaluations and summarize data.
- Interact with students, staff and faculty who call or visit the wellness room for more information or help.
- Act as a team member in our office, providing input and student perspective.
- Attendance at Wellzine monthly meeting.
- Assist with informing Wellzine staff of events calendar and monthly ad campaigns.
- Attendance at all HWS Staff meetings. Serve on specific HWS committee as decided each year.
- Working knowledge of Health & Wellness Services programs essential.

Qualifications (minimum and/or preferred requirements):

- Basic knowledge of health issues
- Graphic design experience, portfolio examination required.
- Computer skills: working knowledge of MS Office Suite, Adobe Creative Suite or comparable software
- Completion of program planning course
- Completion of health campaign
- Ability to multi-task on several projects simultaneously
- Excellent written and oral communication skills, including public speaking
- Solid foundation in young adult development, college environments and their influences on college health issues
- Programming experience

To apply for this position, submit a cover letter and resume to healthpromotion@winona.edu. Please note that this is a competitive position and portfolio review of each interviewed candidate is required.