



SEATTLE
UNIVERSITY

Mental Health Program Coordinator

Wellness and Health Promotion

Student and Campus Life

Position Summary

The Mental Health Program Coordinator supports the mission of Wellness and Health Promotion, which is to enhance the health and well-being of the Seattle University community by promoting healthy and sustainable behavior change and supporting good health practices through education, prevention, collaboration, and peer support.

Wellness and Health Promotion exists to assess and address the health and wellness needs of all students. Physical wellness, mental health, substance use, food security, and healthy relationships are areas of focus that guide our work.

The Mental Health Program Coordinator serves as a member of staff in an energetic, fast-paced office. As a Mental Health Program Coordinator, you will work in close partnership with departments within Student and Campus Life, including the Student Health Center, Counseling and Psychological Services, University Recreation, Athletics, and the Office of the Dean of Students.

Please note: Previous experience in health-related work is not required, and significant training is provided.

Anticipated Learning Opportunities

After serving in this position, the Mental Health Program Coordinator will be able to:

- Design wellness education curricula to meet the needs of a diverse campus population
- Synthesize campus and public health data into actionable campus activities, events, and educational programs
- Evaluate learning and programmatic outcomes to inform data-driven decision-making

Essential Responsibilities

On-going Programs

- Coordinate two major office programs: Lux, a bright light therapy lamp check-out program and Refresh, an email delivered sleep support program.
- Host programming series using journaling, art, poetry and other expressive reflection tools to support mental well-being.
- Research seasonal depression and sleep as issues affecting mental wellbeing and educate students through programming and multimedia communications.
- Adapt current programs in response to evaluations, data, and student needs assessments
- Develop one new program per quarter centered on mental health and well-being

Direct Programming

- Generate campus programming in support of campus mental health and well-being
- Coordinate and oversee the successful implementation of wellness fairs aimed at increasing awareness of mental health and well-being resources
- Facilitate and implement well researched programs designed to maximize impact, such as sanctioned alcohol and other drug programs including group classes, and individual interventions
- Coordinate Mental Health Awareness Month (MHAM) programming such as suicide awareness month, self-screening day, depression and anxiety awareness, among others, through meaningful collaborations with students, campus departments, faculty, and community agencies
- Serve as a peer health educator to graduate students
- Support 2 population health internship (PHI) students from the Seattle University College of Nursing in the development and assessment of their PHI project

Administration

- Represent the office in various capacities, including on committees and at events
- Foster deep relationships with local and national organizations
- Maintain a current and dynamic social media and web presence
- Participate in departmental strategic planning and assessment efforts
- Research relevant health and wellness topics, disseminating information
- Other duties as assigned

Anticipated Work Schedule

This is a 9-month position from late-August through mid-June. The Mental Health Program Coordinator will work an average of 20 hours per week and the typical schedule is 4 days per week for 5 hours. Some nights and weekends are required based on the specific programming needs of our students.

Minimum Qualifications and Skills

- Exhibit success in working with students
- Expressed commitment to social justice with a demonstrated ability to critique, analyze and apply social justice principles to departmental initiatives
- Possess exceptional written and verbal communication skills
- Comfort facilitating on complex issues to diverse audiences with care, and sensitivity
- Serve as a positive, engaged member of a small team with the ability to work independently
- Sustain a visible presence through regularly scheduled office hours(20/wk), event attendance, and responding to correspondence in a timely manner
- Possess an interest in wellness and health topics, including mental health, and substance use.

Preferred Qualifications and Skills

- Experience developing programming for student populations including BIPOC students, gender non-conforming and LGBTQ+, first generation college students, and/or student veterans
- Experience developing and adapting educational/scientific information into creative and interactive educational programming
- Experience working with and supporting the wellbeing of student athletes

Supervisor Contact Information

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