



Peer Education Program Coordinator Wellness and Health Promotion Student and Campus Life

Position Summary

The Peer Education 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 Peer Education Program Coordinator serves as a member of staff in an energetic, fast-paced office. As a Peer Education Program Coordinator, you will supervise and evaluate Wellness and Health Promotion's Peer Health Educators and 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: While significant training will be provided upon hire, this role requires a demonstrated ability to supervise and train student staff on health-related topics.

Anticipated Learning Opportunities

After serving in this position, the Peer Education 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

Support Health and Wellness Crew Peer Health Educators

- Coordinate the Peer Health Educator recruitment and hiring process in coordination with the Associate Director of Wellness and Health Promotion
- Assists with a 40-hour training week for Peer Health Educators at the start of each academic year to become well-versed in mental health, physical wellness, substance use, food security, and healthy relationships
- Design continuing education opportunities for Peer Health Educators
- Coordinate and schedule peer education workshops and events, and assigns staffing coverage

- Supervise weekly Peer Health Educator meetings and engage in conflict mediation as necessary
- In collaboration with the Associate Director, evaluate and improve the peer education program
- Capture the impact of prevention efforts by tracking and recording the number of facilitations conducted and the number of students reached
- Serve as the liaison between Peer Health Educators and the Wellness and Health Promotion Team for matters related to budgeting requests, programming feedback, and peer education support
- Advise and assist Peer Health Educators with all aspects of program planning and proposals including learning outcomes, logistics, facilitation, budget proposals, and assessment
- Work with the Associate Director to properly and effectively budget for the peer education program

Recruit Health and Wellness Crew Volunteers

- In coordination with the Associate Director for Student Care & Support, manage the recruitment of Health and Wellness Crew Volunteers and host monthly informational sessions
- Manage the Health and Wellness Volunteer list serve and serve as the liaison between volunteers and Wellness and Health Promotion to communicate about upcoming volunteer opportunities
- Promote engagement by fostering an ethos of motivation and wellness

Direct Programming

- Facilitate and implement well researched programs designed to maximize impact, as needed
- 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
- Supports Peer Health Educators in developing a strategy to educate the campus community through outreach, events, and educational programs in collaboration with campus partners
- 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 Peer Education 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

- Strong organizational, leadership, and communication skills
- Ability to encourage, offer, and receive feedback to promote growth for Peer Health Educators and the peer education program
- Expressed commitment to social justice with a demonstrated ability to critique, analyze and apply social justice principles to departmental initiatives
- 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

Preferred Qualifications and Skills

- Previous experience as a peer educator or facilitator
- Experience managing or supervising students
- Experience developing programming for student populations including BIPOC students, gender non-conforming and LGBTQ+, first generation college students, and/or student veterans
- Demonstrated success working with students

Supervisor Contact Information

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