

## **Job Title: Student Well-Being Coordinator**

Location: Notre Dame of Maryland University

Compensation: State Minimum Wage/hour (January 2025 \$15.00)

Hours: up to 20 hour per week, opportunity for some flexible scheduling

Reporting to: Counseling Center Staff

Positions Available: 1

### **Job Summary:**

We are seeking motivated and passionate individuals to join our Student Well-Being team as Student Well-Being Coordinators. As a Student Well-Being Coordinator, you will play a crucial role in promoting and supporting the overall well-being of students on campus by collaborating with student organizations, Resident Advisors, and university offices including the Counseling Center, University Nurse, Accessibility and Inclusion, Mission and Ministry, and Student Engagement.

### **Responsibilities:**

- Collaborate with student organizations, Resident Advisors, and university offices to plan and execute well-being initiatives and events, such as mental health and wellness workshops, stress-relief activities, and healthy lifestyle campaigns
- Provide support and resources to students seeking information and guidance on well-being topics, such as mental health, physical health, stress management, and overall wellness
- Assist with the planning and preparation for well-being initiatives and events, including organizing materials, coordinating logistics, and promoting events to the student body
- Serve as a liaison between students and university offices, including the Counseling Center, University Nurse, Accessibility and Inclusion, Mission and Ministry, and Student Engagement, to ensure seamless support and services for students
- Perform other duties as assigned by the Student Well-Being team

### **Requirements:**

- Must be enrolled during the 2025 - 2026 academic year
- Strong leadership skills, with the ability to work well in a team environment
- Excellent interpersonal and communication skills, with the ability to build relationships with a diverse group of students
- Ability to work a flexible schedule, including evenings and weekends
- Familiarity with Microsoft Office, Google Suite, social media and other relevant technology
- Passionate about promoting student well-being and have a commitment to student success

If you are dedicated to supporting the overall well-being of students and have a commitment to student success, we encourage you to apply for this exciting Student Well-Being Coordinator opportunity!

**Disclaimer:** This is a yearlong position with hiring taking place on an annual basis. Compensation is reviewed each year, based on budget assessment, and is not guaranteed from one year to the next. The contents in this description may change. Please review your contract if offered one for final details.