

Howard Community College

Work-study Job Description

Job Number:	407
Job Title:	Health Promotions Specialist
Department Name:	Student Life – Wellness Center
Supervisor Name:	Tara Rupp (Please contact email below.)
Supervisor Phone #:	443-518-4950
Supervisor Email:	trupp@howardcc.edu
Employer Address:	Office of Student Life, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work (If Different from Above):	Wellness Center (CL 178) In-person

Job Description and Responsibilities (include job purpose):	<p>In this position, the Health Promotion Specialist assists with the creation of health education initiatives and materials along with remote outreach events and programs. In addition, the candidate must have the ability to analyze and extract data from Excel spreadsheets to write brief reports.</p> <p>Responsibilities include and not limited to:</p> <ul style="list-style-type: none"> ● Creatively produce fun, interactive, and engaging peer to peer video clips for social media platforms to educate students on various health topics (i.e. stress reduction, nutrition, sleep, etc.) ● Able to execute effective peer-reviewed research for social media content ● Provide support for virtual outreach and on-going programs ● Collaborate in establishing protocols, processes, and frameworks for Wellness Center internal operations ● Direct individuals to proper on/off campus and wellness center services ● Organize online documents and files ● Research and compile data ● Represent the Wellness Center at outreach events, programs, and other meetings ● Disciplined to work remotely without in-person supervision to meet deadlines ● Willing to commit to dedicated shifts per day ● Work alongside supervisors to create a plan for health promotion materials ● Regular check-ins and video meetings to discuss ongoing priorities with wellness supervisors (as needed) ● Aid in promoting various health and wellness campaigns
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Qualifications / Experience Required:	<p>Candidate must be pursuing a degree in Nursing or a Health Science related program.</p> <p>Other Qualifications include:</p> <ul style="list-style-type: none"> ● You are passionate about health and wellness ● Organized and detail-oriented ● Creative and innovative ● Collaborative with the ability to work as part of a team (or work independently) ● Ability to work remotely and stay connected with team via text, email, and Zoom ● Goal-oriented and able to establish benchmarks meeting mutually agreed-upon deadlines ● Knowledge of Microsoft Office (Excel, Word, PowerPoint, and Publisher) and Google Suite ● Excellent writing and verbal communication skills ● Ability to work alongside a diverse remote group of students, faculty, and staff ● Exercising tact and discretion in handling confidential matters ● Willingness to learn new tasks ● Integrity, punctuality and dependability <p>Preferences: At least 1 year of experience within an office environment or other similar setting.</p>
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Grade Level	4
Hourly wage	\$14.00(Year 1) \$14.25 (Year 2)