CAL MARITIME

A Campus of the California State University

Work-Study Student Assistant Job Description

Department:	**Student Health Services**	**Supervisor:**	**Sharon McComb**
Job Title:	**LEAD Peer Health Educator**	**Working Hours:**	**Various (average 6 hours/wk)**
Pay Level:	**II**	**Hourly Pay Rate:**	**8.50**

Job Summary (purpose or nature of work): Under the supervision and direction of the Cal Maritime Health Educator, the student **LEAD** Peer Health Educator (PHE) will assist with planning, implementing, marketing, and evaluating health promotion programs and activities which address the needs of the campus community. The student **LEAD** PHE will serve in a leadership role by working close with ***volunteer*** PHEs to assure that all tasks, projects, and events are completed in a timely manner.

Job Duties:

1. Conduct office hours in the Student Health Center and participate in weekly planning meetings with CMA Health Educator.
2. Work closely with CMA Health Educator to plan/design and participate in health education outreach programs and activities (i.e. tabling at events, giving educational presentations, etc.)
3. Oversee and monitor that ***volunteer*** PHE tasks/assignments are completed on time. Work closely with ***volunteer*** PHEs to coordinate event set-up, implementation, and clean-up.
4. Design and distribute flyers, brochures, and other promotional materials to market PHE events.
5. Assist in the design and collection of program evaluation instruments.

Required (or Preferred) Skills, Knowledge, and Abilities:

1 Work an average of 6 hours a week (or 88 hours per semester); Dependable and conscientious.
2. Basic computer skills (word, PowerPoint); Graphic skills (design flyers and marketing materials).
3 Excellent interpersonal and communication skills; Good time management skills.
4. Sincere interest in helping others in the area of health.

Type of Supervision Required:

☒ **Direct Supervision –** Student receives immediate, close and regular supervision

☐ **General Supervision** -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature:_____Date:_____

Supervisor's Signature:_____Date:_____