FWS Student Assistant Job Description

Department: Student Health Services  Supervisor: Ian Wallace, PhD & Christine Smith, NP
Job Title: LEAD Peer Health Educator  Working Hours: Various (average 6 hours/wk)
Pay Level: II  Hourly Pay Rate: $9.00

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

Job Duties:
1. Participate in weekly planning meetings with supervisors and co-lead PHE meetings for student volunteers
2. Plan, design and participate in health education outreach programs and activities (i.e. tabling at events, giving educational presentations, etc.)
3. Organize and track that PHE tasks/assignments are completed on time. Work closely with 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 works a week; Dependable and conscientious; organized and detail-oriented
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 health and well-being as well as helping promote health among Cal Maritime students

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: __________________________