Activities and Wellness Specialist

Department: Student Affairs
Position: Full-time, 12 month position, full benefits package
Annual Salary: $16.72 - $18.00 depending on experience
Union Affiliation: MFPE
Posting Date: May 2021

Description
The Activities & Wellness Specialist for the University of Montana Western collaborates with a variety of groups and representatives across campus and broader organizations to facilitate wellness and health-promoting education and activities. This position may be required to work outside of normal office hours (including evenings and weekends) and reports to the Director of Student Counseling and Wellness.

Responsibilities include:

- Acting as the representative for Healthy Colleges Montana (HCM) on our campus.
- Developing and processing surveys for the annual National College Health Assessment (NCHA).
- Organizing the annual Fall Health & Wellness Fair, campus Blood Drives, participating in Bulldog Bound activities in collaboration with the Office of Admissions, offering presentations and information during Student Orientation.
- Recruiting and managing the Peers Advocating Toward Health (P.A.T.H.) group on campus.
- Managing the campus Wellness Center, assess, budget, order, and maintain cardio exercise equipment, and coordinate classes and events.
- Working with Student Senate, Residence Life, and other groups across campus to organize and execute a variety of activities and intramurals.
- Coordinating and organizing employee ergonomic assessments on campus.
- Creating and disseminating publications, and manage social media sites that announce health related events, information, and resources on campus.
- Recruiting and managing work-study students to assist with Wellness responsibilities.
- Writing grants to support the wellness program and activities.
- Engaging in collaborative work as well as taking independent initiative regarding decision-making and performance of daily duties.
- Other outreach and collaborative wellness promotion-related tasks and activities as needed.

Required Qualifications
The successful candidate must possess:

- Bachelor’s degree in exercise science, health education, physical education or equivalent degree
- Experience in grant writing, preferably for wellness activities.
- The ability and knowledge to assist in long-term planning and development of the Wellness Program.
- Knowledge of exercise equipment purchasing, use, and maintenance.
• The ability to provide outreach and workshops/training specific to wellness.
• The ability to teach exercise classes and proper use of exercise equipment.
• The ability to assess and encourage student involvement and motivation toward healthy lifestyles.
• The ability to write grants and secure funding to support the wellness program.
• Excellent organization and communication skills.

Preferred Qualifications
• Knowledge about, or experience in, peer education.
• Possess a full understanding of, and ability to communicate about, current wellness models and practices specific to the college environment and population.
• Familiarity with the Family Educational Rights and Privacy Act (FERPA).

Application
To be considered for this position, please submit a cover letter including three professional references and a completed and signed State of Montana Government Job Application ([https://www.umwestern.edu/wp-content/uploads/2018/08/State-Application.pdf](https://www.umwestern.edu/wp-content/uploads/2018/08/State-Application.pdf)). Submit application materials to:

Patti Lake
Personnel Officer
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
Patricia.lake@umwestern.edu

Questions regarding this position should be directed to Heidi Peterson via email at: heidi.peterson@umwestern.edu or 406-683-7180. Review of applications will begin immediately and continue until filled.

The University & Dillon Area
The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.*