

Wellness Education Program Assistant  
William Magee Center for Wellness Education  
University of Mississippi

Duties & Essential Job Functions:

- Supervise team members in implementing team wellness programs and initiatives
- Assist with social media, email accounts, and promotions of wellness programs and initiatives
- Lead portions of staff meetings as assigned by graduate assistants
- Maintain up to date programming statistics for all events and initiatives
- Assist in development of hiring process and serve on hiring committee for student employees
- Bring creative and fresh ideas for student wellness programming
- Develop wellness initiatives for college campuses
- Engage student wellness ambassadors to create a healthy campus culture
- Plan, develop, implement and assess wellness programming that align with our ten wellness dimensions.
- Plan, develop, implement kitchen demos and cooking classes in the Whitwell Family Classroom
- Facilitate wellness consultation sessions and wellness presentations to the campus community
- Attend mandatory meetings and training sessions as scheduled
- Knowledgeable of all policies and procedures
- Ability to work days, nights and weekends
- Other duties as assigned

Hours per week are based upon the demand of programming and initiatives.