

**Development Specialist
Wellness and Recreation
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

Wellness and Recreation is seeking enthusiastic students to assist with student employee training and development and communication to student employee alumni.

Responsibilities

- Present at student employee job recruitment sessions
- Develop and implement strategies to recruit qualified student employee applicants
- Assist in developing and coordinating student development programs for student employees
- Assist in creation and facilitation of program assistant and all-staff training
- Plan and present content for new student employee orientation
- Coordinate student employee appreciation/celebration events
- Plan and develop student employee alumni events
- Produce high-quality articles to highlight programs and services through the student employee alumni magazine
- Facilitate marketing partnership on-site activations
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Attend required trainings and monthly staff meetings
- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills

- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles

Qualifications & Certifications

- Current full-time NC State student

AA/EOE

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender

identity, age, sexual orientation, genetic information, status as an individual with a disability, or status a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal and Sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information

- Wellness and Recreation Website, recreation.ncsu.edu

Reports to the Assistant Director, Training, Development and External Relations