Job Title: Special Events and Social Media Coordinator (1 Position)
To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu, with “Special Events and Social Media Coordinator” in the subject line.

Office Information/Purpose:
The Health & Counseling Center (HCC) is an on-campus facility that provides a wide range of on-site medical, mental health, and health promotion services. Physicians, nurses, psychologists, nurse practitioners, physician assistants, and other professionals staff the HCC. All students enrolled for academic credit (full-time or part-time, undergraduate or graduate) may use the HCC.

Job Summary/Position Details:
The Special Events and Social Media Coordinator holds a half-time (approximately 15 hours per week) appointment with the Health and Counseling Center’s Department of Health Promotion (HP). The Special Events and Social Media Coordinator is responsible for the development, implementation, and evaluation of campus-wide health programs and for the creation, incorporation, and assessment of the Health and Counseling Center’s social media strategy. The Coordinator will also assist in program development and evaluation of campus health promotion activities and initiatives, as coordinated by the HCC Department of Health Promotion. The position requires strong leadership, program development, event management, assessment, and communication skills as well as the ability to work both independently and as a member of a team. The Coordinator may collaborate with other Health and Counseling Center units, as well as a variety of campus departments. The Coordinator reports to the High Risk Prevention Specialist/Health Educator.

Other position requirements include:
• Be enrolled and maintain good academic standing in a University of Denver graduate degree program throughout the course of employment.
• This position is a year-to-year appointment and runs mid-August to mid-June each year (10 months).

Required Qualifications:
• Candidates must have an earned Bachelor’s degree and be enrolled in a University of Denver graduate degree program
• A demonstrated commitment to inclusive excellence
• Excellent leadership, organizational, planning, interpersonal and communications skills.
• Program development and assessment skills.
• Ability to work independently and as a team member.
• A genuine interest and satisfaction in working with students, employers, faculty and staff.
• Must display behavior that is consistent with the values of the HCC and Student Life Division.

Preferred Qualifications
• Preference will be given to students enrolled in the Morgridge College of Education’s Higher Education program, but all students are welcome and encouraged to apply
• Interest, desire and/or experience in the field of student affairs, specifically related to student success, health promotion, and/or leadership development
• An ability and willingness to apply student development theory and concepts to the development of health promotion initiatives
Summary of Responsibilities: (including but not limited to)

**Programming, Marketing, and Event Management**
- Develop, implement, and evaluate 2-3 campus-wide health promotion events per quarter. Recruit and oversee student planning committees to assist with program development, as appropriate.
- Create and incorporate a social media strategy for the Health and Counseling Center. Maintain and assess the HCC’s social media presence.
- Support the development, implementation, and evaluation of campus health programs utilizing pertinent student development and health behavior theories.

**Departmental Duties**
- Attend departmental events and meetings, assist in developing departmental goals and objectives, and serve on departmental committees
- Collaborate with other departments and offices on campus
- Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives
- Contribute to departmental environmental sustainability efforts

**Administrative**
- Display strong written, verbal and digital communication skills. Communicate effectively with a broad range of students, as well as staff, faculty, parents, employers and the public

**Professional Development**
- Participate in various trainings, retreats and professional development discussions that occur throughout the academic year
- Meet weekly with supervisor

**Compensation:**
- Stipend: $8,000 /ten-month period (mid-August – mid-June); $17.75/hr
- Other: opportunity to apply for professional development of $250 (conference attendance, travel, etc.) from Student Life