Position Description

Employee Wellness Internship
Recreation and Sport Facilities/ Human Resources
University of Wisconsin-Eau Claire

Accountability
Payroll and Benefits Specialist through Human Resource and Fitness Coordinator through Recreation and Sport Facilities.

Responsibilities
The Employee Wellness Intern will be responsible for planning and facilitating programs and services that support employee wellness on campus. This is a split position between Human Resources and Recreation. The intern will set up office hours each week in each department and report to a representative in that area. Must be able to commit to 10-12 hours per week.

Specific Duties
- Research and develop a monthly employee newsletter that markets wellness opportunities on campus and in the surrounding community
- Plan and facilitate 1-2 special programs per semester i.e. brown bag lunch, employee challenge, seminar, etc.
- Co-facilitate the biometric screening event with an HR representative
- Plan and facilitate an Employee Wellness Fair (Spring semester only)
- Develop marketing materials geared toward new hires- work with the on boarding program
- Assess participation barriers and develop strategies to increase employee engagement in the Employee Wellness program
- Other duties as assigned- creative ideas encouraged!

Expectations
- CPR/First Aid and AED certifications will be required once hired- we will support you with obtaining this
- Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal). Applicants must also have at least 2 semesters left before graduation.

Base Wage: $9.00