**Job Title**: Peer Health Education (PHE) Director

**Location**: 109 Elm Hall

**Pay Rate**: $12/hour

**Hours per Week**: 10 hours a week

**Duration:** Fall quarter 2014 - Spring quarter 2015 (Additional summer hours available)

**Supervisor**: Melissa Tumas

**Duties and Responsibilities:**

* Coordinate and schedule PHE presentations on campus.
* Oversee the coordination of events and programs that raise awareness about mental health, sexual assault, relationship violence, alcohol and other drugs on campus.
* Organize and lead weekly PHE Coordinator Leadership Meetings .
* Take the lead in networking and relationship building across campus and collaborate with PHE Coordinators to identity and outreach to relevant communities.
* Update PHE website and Facebook as needed to reflect current programing and events on campus.
* Collaborate with Health & Wellness Education and Outreach Coordinator in running PHE training in Spring 2015.

**Educational Benefits:**

Experience managing a large institutional program. Opportunity to work with professional staff who are content experts in the fields of Health & Wellness, Suicide Intervention, Alcohol and Other Drug Education, and Sexual Assault and Relationship Violence. Develop skills in an office environment, including but not limited to event planning, leadership training, public speaking, program management.

**Requirements:**

* Leadership experience
* Member of the Peer Health Educators or trained in a comparable peer health educator program
* Strong interest in peer education
* Willingness to sign a confidentiality agreement
* Skilled in Word, Excel and PowerPoint, Prezi, WordPress and other common office programs
* Ability to communicate well verbally and in writing and to speak confidently and clearly in front of an audience