WELLNESS PROGRAMS ASSISTANT

Position Description

The Wellness Programs Assistant (WPA) is a paraprofessional staff member serving as an administrative and community development support to the Assistant Director of Residential Wellness. The WPA is an integral member of the NYU Office of Residential Life & Housing Services staff who must possess good judgment, a strong sense of responsibility and a thorough understanding of the requirements of administrative tasks and community development initiatives. The WPA reports to the Assistant Director of Residential Wellness.

QUALIFICATIONS

The following qualifications must be met in order to serve in the position.

- **Commitment to community**: WPA must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- **Enrollment Status**: WPA must be a full-time graduate student in a degree bearing program and must carry a minimum of 9 credit hours per semester. The WPA, in the final semester before graduation, may carry fewer than 9 credits with hall supervisor permission.
- **Grade Point Average**: WPA must hold a cumulative 3.0 Grade Point Average at New York University throughout the time of application and appointment.
- **Selection Process**: Preference is given to students enrolled in the Steinhardt Higher Education graduate program. Initial WPA interviews occur at the Higher Education Program Recruitment Day. If the WPA position cannot be filled with students enrolled in this program the office will accept resumes from other interested NYU graduate students thereafter.
- **University Standing**: WPA must remain in good standing at NYU prior to and throughout employment.

TERMS OF EMPLOYMENT

The following terms must be accepted in order to serve in the position.

- **Availability**: The WPA is expected to be sufficiently available and will schedule 25 office hours during the academic year.
- **Compensation**: WPAs receive a room (that may be shared with other staff members) or apartment in their assigned hall (that may be shared with other staff members or students), a meal plan effective when dining halls are open (room and meal plan are valued at $20,000). WPAs also receive a $10,000 stipend which will be paid in 10 $1000 installments. WPAs are eligible to apply for a $1000 professional development grant to apply toward attending a professional conference. The WPA compensation package may affect your financial aid eligibility. For further information, please contact a counselor with the Office of Financial Aid at 212.998.4444.
- **Holidays, Breaks and Vacation Periods**: The WPA is not required to work over the University Winter Break. The WPA position is allowed ten (10) business days for vacation during each period of employment. If additional time away is requested the WPA may rearrange scheduled hours, with a supervisor’s advanced approval, to accommodate. The WPA must obtain prior permission from their supervisor to use vacation days.
- **Meetings**: The WPA can expect to attend Informed Choices Committee meetings (bi-weekly) and other wellness related programming meetings as needed. As well, regularly scheduled one to one meetings with supervisors will be scheduled. These meetings are part of the 25 hour weekly commitment.
- **Outside/Additional Work**: WPAs may not hold another job, internship, assistantship or any other position that is not an academic requirement for graduation unless approved in advance by their supervisors. If an
 internship/assistantship is required for graduation, the WPA is required to complete the obligated work load specific to each employment period as outlined above.

- **Period of Employment:** The standard period of employment for the WPA position is from approximately August 1st to May 31st (10 months). WPAs will coordinate exact move in and move out dates with supervisors.
- **Work Load:** WPAs should expect 25 regularly scheduled hours per week. Please note that our work environment does encounter peak times. That said, some weeks more than 25 hours may be needed. When this is the case supervisors will reduce hours in a non-peak time to balance out hours. Class schedules and other academic requirements will be taken into consideration when office hours are scheduled. A flexible academic schedule is likely to best complement the scheduling requirements of the WPA position.

### RESPONSIBILITIES

In addition to the list below, other duties will be assigned as needed by the hall supervisors.

#### Administrative:
- Attend all training and develop sessions as instructed by supervisor;
- Work 25 scheduled hours per week;
- Participate in regular one-on-one meetings and provide regular e-mail updates regarding situations/tasks with supervisor;
- Participate in on-going training and staff development sessions throughout the year;
- Participate in other University, Departmental and building activities as assigned;
- Abide by and be knowledgeable of the Office of Residential Life and Housing Services policies;
- Serve on an Office of Residential Life and Housing Services committee;

#### Community Development:
- Serve as coordinator of the Informed Choices Program
- Facilitate Informed Choices Sessions (approximately 4 per semester)
- Participate in the Informed Choices Program Committee
- Assist in the coordination of the Conflict Management Program/Serve as liaison with NYU Law School
- Lead the coordination of annual wellness programs (i.e. RA Stress Free Day, Halloween and Spring Break Awareness Education, Fire Safety Programming, etc.)
- Assist with data collection, configuration and assessment
- Co-facilitate the Informed Choices training for Student Staff/Professional staff (as needed)
- Assist in large scale programs development and execution including Red Apple Week, Green Apple Week, Ally Week, The Halls, blood drives, Welcome Week, Torch Day, FLURRY!, Ultra Violet Live, and Elegance;
- Provide guidance and support and role model appropriate behaviors as a responsible community member;
- Assist in tracking and communicating programs via email, social media and postings;
- Assist students in academic, social and personal matters through resource referral;
- Hear student conduct cases as assigned by supervisor which may include cases involving noise violations, first time alcohol offenses, fire safety violations, possession of prohibited items, guest policy violations and others;
- Facilitate, as assigned, roommate conflict meetings related to conduct and/or wellness.
- Attend the Office of Residential Life and Housing Services monthly professional development meetings;
- Support Department events and initiatives as needed.

#### Crisis Response & Policy Enforcement:
- Know, communicate, enforce and abide by existing University and Residence Hall policies and procedures;
- Know and be prepared to enact all emergency and crisis procedures;
- Know University/community resources and make appropriate referrals;
- Keep supervisors informed about all problems and concerns;
- Maintain appropriate confidentiality while working in coordination with University staff;

### STATEMENT OF ALCOHOL USE

Student staff members in the Office of Residential Life and Housing Services are expected to serve as a role model and uphold department and university policies, as well as local, state and federal laws. There is zero-tolerance for the use of alcohol or other substances in violation of policies or laws or in a manner which puts into question the staff
member’s ability to exercise sound judgment or serve as an appropriate role model. Staff members failing to adhere to these standards will be subject to job action likely resulting in termination from the staff position. For more specific information on NYU policies please visit the Office of Community Standards website and refer to the Residential Life Student Staff Handbook.

**STATEMENT OF ETHICAL STANDARDS**
Office Residential Life & Housing Services staff members are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. Staff should refrain from engaging in any behaviors, attitudes, relationships, or actions that:

- would impinge on a resident’s or another staff member’s dignity, moral code, privacy, self-worth, and academic, physical, psychological, and/or emotional well-being;
- would seek unjustified personal gains, unfair advantage, unearned goods or services;
- would be considered harassment on the basis of gender, race, sex, sexual orientation, religion, creed, nationality and/or mental disability.

New York University is committed to a policy of equal treatment and opportunity in every respect of its relations with its faculty and staff members, without regard to race, color, religion, sex, sexual orientation, marital or parental status, national origin, citizenship status, age, disability, or veteran status. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, granting of tenure, rates of pay and other forms of compensation, and participation in University-sponsored educational, social, and recreational programs.