

Indiana University of Pennsylvania  
Center for Health and Well-Being

Job Description

**Position:** AWARE Peer Educator

**Schedule:** Fall, Spring, Up to 10 hrs./week  
Summer and other breaks (as needed – not mandatory)  
As assigned by Assistant Director Health and Wellness Promotion, Graduate Assistant(s), and as needed by program schedule requirements. May be required to work at various campus locations. Evening and weekend work required.

**Supervisor:** Assistant Director for Health and Wellness Promotion,  
Health AWAREness Graduate Assistant(s), and Health AWAREness Secretary

**Skills:** Public speaking skills mandatory. Must be able to work with the diverse community represented on campus. Must be comfortable addressing sensitive subjects. Computer skills preferred. Typing and word processing skills preferred.

**AWARE Peer Educators perform duties for the following offices:**

**Health AWAREness**

The Health AWAREness program encourages students to make healthy lifestyle choices, advocates for a campus community that supports students' well-being, and provides intervention and referrals to meet students' health needs. Through peer education programs and AWAREness campaigns, students can learn how to develop lifestyles that promote lifelong wellness. Topics include, but are not limited to sexual health, mental health, body image, cancer, eating disorders, and contraception.

### **General Position Description:**

- A. Complete preliminary orientation and training
- B. Participate in on-going training, which will include:
  - Attending assigned lectures, classes, 6 O'clock Series presentations, seminars, etc.
  - Completing assigned readings and research
  - Facilitating portions of peer educator staff seminars and meetings
- C. Attend weekly peer educator meetings as scheduled by supervisors
- D. Compile, record, and submit audience program evaluation reports to Graduate Assistant(s) within 24 hours of completing program
- E. Complete daily and biweekly payroll logs
- F. Comply with all Center for Health and Well-Being policies including confidentiality statement
- G. Assist with office duties and provide reception services as assigned
- H. Perform any other tasks and assignments requested by the Assistant Director Health and Wellness Promotion, Health AWAREness Graduate Assistant(s), and Health AWAREness Secretary.

### **Specific Position Description:**

- A. Provide presentations to campus audiences, including students, staff, and faculty in residence halls, fraternities, sororities, other campus organizations, and academic classes as assigned
- B. Assist in organizing and promoting AWAREness campaigns
  - Plan and implement programs, events, etc.
- C. Assist in the development of informational materials, including but not limited to:
  - STAHL News/W.A.S.H. UP (Bathroom & Laundry Room newsletters)
  - Tabletop Talks (Table tent newsletter in campus dining halls)
  - Brochures, posters, bookmarks, etc.
  - Bulletin boards
  - Website content
- D. Provide information regarding referrals to appropriate facilities and services
- E. Assist in operation of related services
  - Perform on-going routine maintenance and upkeep of resource library
  - Serve as a contraceptive consultant, providing individual consultations on contraceptive choices (not mandatory, additional training required if interested)
  - Perform duties to maintain upkeep of the CHWB wellness dispensary
  - Present at new student, transfer, and international student orientation

