

Wellbeing Specialist

Job Title	Wellbeing Specialist
Department	Student Judicial Programs
Full Time/Part Time	Full-Time
Requisition Number	S16199
Open Date	09/30/2015
Close Date	
Salary Information	Salary Commensurate with Experience and Qualifications
Work Schedule	Monday through Friday, 8 a.m. to 5 p.m.; occasional evenings and weekends.
Benefits Eligible	Yes
Eligible for Overtime	No
Position Summary	The Wellbeing Specialist reports to the Director of Student Judicial Programs. The position interfaces heavily with students, and participates in the resolution of certain types of student disciplinary cases, may assist in resolution of student crises, assists in preparation and implementation of training and programming, coordinates the registration of student parties and events on campus, works with select student organizations and leaders, and provides general office support.
Education Required	Bachelor's Degree
Concentration / Degree Type	In a related field.
Substitution for Education Requirement	May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the education requirement.
Education Preferred	- Social work licensure and/or some graduate or professional education and/or professional certification or licensure, and/or paralegal education
Experience Required	No experience required
Type of Experience	
Substitution for Experience Requirement	NA
Experience Preferred	Presentation/training/program implementation; social work; law office work.
License/Certification Required	
License/Certification Preferred	- Social work licensure and/or professional certification or licensure.
Skills Required	- Exceptional communication skills essential, including strong writing,

proofreading, and presentation skills.

- Professional demeanor, strong interpersonal skills and friendly manner.
- Ability to handle oneself well in tense situations.
- Must exhibit exceptional judgment, including under pressure.
- Well organized and attentive to detail.

Skills Preferred

Website design, public speaking, presentation skills (including creating slides and handouts); active desire to anticipate the needs of the office and the team, to contribute to a well-functioning operation.

Internal / External Contacts

Students, faculty, student affairs staff, administrative staff, college masters, Rice University Police Department officers, alumni, and representatives of other universities.

Physical Demands

- Routine office tasks.
- Requires movement about campus to meet with faculty, students, and staff.
- Must be able to climb two flights of stairs.
- Must be able to work in front of a computer for up to 8 hours a day.

Working Conditions

Monday through Friday, 8 a.m. to 5 p.m.; occasional evenings and weekends.

Security Sensitive Yes

Special Instructions to Applicants

Quick Link for Posting <http://jobs.rice.edu:80/postings/5612>

Job Duties

Job Duty Name

STUDENT INTERACTION

Description of Job Duty

- Participate as member of the conduct office team, including interacting with students and other offices (internal and external), addressing office matters and interactions with students on questions and issues relating to policies, practices, and rules, all with the utmost professionalism.
- Assist in developing, and implement trainings for student leaders and organizations.
- Respond to a wide range of inquiries regarding office activities, procedures, and processes.
- Address behavior of students and organizations accused of violations of certain university rules.
- Assist in the resolution student-related crisis situations.
- Prepare, draft, and edit memos, reports, correspondence, presentations, spreadsheets, etc.
- Resolve common issues, exercising judgment to determine when to refer more complex issues to higher levels.

Percentage of 70

Time

Job Duty Name MISCELLANEOUS

Description of Job Duty

- Constantly review practices and procedures for potential improvements; propose and implement as appropriate.
- Update and maintain office websites.
- Provide general support to the office.
- Assist with budget preparation, control and reconciliation by reviewing expenses, processing invoices and purchase orders, reconciling the budget, and preparing reports.

Percentage of Time 20

Job Duty Name STUDENT RECORDS

Description of Job Duty - Maintain student records in accordance with applicable laws and office practice.

Percentage of Time 10

Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Apply Here: <https://jobs.rice.edu/postings/5619>