Department: HealthEU Academic Initiatives

Position Title: Graduate Apprentice for HealthEU Academic Initiatives

Key Responsibilities: Assist with the planning, implementation, and assessment of student wellness initiatives; Support the HealthEU Student Well-Being Connectors through recruitment, training, and supervision; Coordinate the Student Wellness Innovation Grants program; Support research on health and well-being in higher education; Collaborate with campus partners to promote a culture of health and well-being

Career Options: Student Wellness; Health Promotion; Health Education; Student Affairs; College Health Programs; Higher Education Administration; Peer Education; Residence Life

Position Description: The HealthEU initiative is Elon's wellness and well-being initiative for students, faculty and staff. The mission of the HealthEU initiative is to cultivate a culture of health and well-being at Elon University. Elon adopted the Okanagan Charter in 2025 and as a Health Promoting University, is committed to creating systems and settings where all students and employees can thrive.

The Graduate Apprentice for HealthEU Academic Initiatives reports to the Director of HealthEU Initiatives and assists with the planning, implementation, and assessment of initiatives that advance student wellness across the institution. The GA serves as an integral member of the HealthEU team, supporting efforts that promote a culture of health and well-being through student engagement, research, innovation, and campus partnerships.

The GA will play a primary role in supporting the HealthEU Student Well-Being Connectors program, including recruitment, training, supervision, and ongoing development of student leaders. The GA will also assist with the coordination and assessment of student wellness initiatives, contribute to research projects focused on health and well-being in higher education, and manage the Student Wellness Innovation Grants program. Working collaboratively with students, faculty, and staff, the GA will help advance the mission of the HealthEU initiative to cultivate a culture of health and well-being at Elon University.

The GA participates as a professional staff member in departmental meetings, campus initiatives, training programs, assessment activities, and university-wide events. The position includes a dedicated workspace, computer, and phone. Some evening and weekend hours may be periodically required throughout the academic year.

Primary Duties

HealthEU Student Well-Being Connectors

- Assist with the recruitment, selection, onboarding, training, and supervision of HealthEU Student Well-Being Connectors.

- Coordinate communication, scheduling, and professional development opportunities for student leaders.
- Support the ongoing assessment and development of the Student Well-Being Connectors program.
- Foster student engagement and leadership related to wellness initiatives.

Student Wellness Initiatives and Innovation Grants

- Assist with the planning, implementation, and assessment of student wellness programs, events, and educational initiatives.
- Collect and analyze assessment data to evaluate program effectiveness and inform continuous improvement efforts.
- Support outreach, communication, and marketing efforts related to student wellness programming.
- Coordinate the administration of the Student Wellness Innovation Grants program.
- Manage application processes, timelines, communications, and documentation of the Student Wellness Innovation Grants program.
- Mentor and support students in navigating the grant process and implementing funded projects.
- Track project outcomes and support assessment and reporting efforts.

Other Responsibilities

- Support research projects focused on health and well-being in higher education.
- Contribute to presentations, publications, and campus communications highlighting HealthEU initiatives and outcomes.
- Collaborate with campus departments, faculty, staff, and student organizations to promote a culture of health and well-being.
- Participate in cross-campus committees, initiatives, and partnerships that support student wellness.
- Attend regular staff meetings and contribute to departmental planning and special projects.
- Participate in weekly 1-on-1 meetings with supervisor to reflect on learning, growth, and tasks/projects.
- Understand and implement relevant university policies, procedures, and student privacy requirements.
- Other duties as assigned by the Director of HealthEU Initiatives.

Professional Development: Multiple professional development opportunities aligned with coursework in the MHE program will be provided for the GA. In addition to advisor training modules and instruction on health and well-being, the GA will be encouraged to seek out and attend workshops and trainings offered by offices/departments within the Elon community. The GA will also be provided with a membership to the American College Health Association during both years of the apprenticeship and a maximum of $1000 of professional development funds to attend a national, regional, or local conference (i.e. ACHA, NASPA Strategies, Southern College Health Association, US Health Promoting Campuses Network, etc.). During the second year, the MHE program will provide the graduate apprentice with $1250 in professional development funding (subject to budget approval). Lastly, the supervisor will share

and discuss professional development opportunities for master's level graduate students and new professionals that the GA may be interested in or that may benefit their personal and professional growth. Specific opportunities will be outlined in the GA professional development plan.