##

**POSITION NAME**

**Student Employment**

**Title: Health Counseling Services Student Worker**

**Student Supervisor: Amber Kelly**

**Hiring Manager Contact: Amber Kelly - amber.kelley@salem.edu**

**Position Status: *Part Time***

**Classification: Non-Exempt**

**Reviewed/Revised:** *August, 2024*

**$9.00/hr for up to 10 hours per week with a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Title:** Novant Health Counseling Services Student Worker

**Position Reports to:** Director of Counseling Services

#### **Summary of Position:**

Novant Health Counseling Services provides comprehensive, developmental counseling services,

which are available to all matriculated Salem Academy and College students who may experience emotional, behavioral, and/or psychological concerns. All clinical staff are North Carolina Board Licensed Clinical Mental Health Counselors. The candidate will perform job assignments in the Novant Health Counseling Services, in remote independent work locations, and throughout campus during outreach events. Hours may vary

depending on the job requirements.

**Essential Duties and Responsibilities:**

* Research and create content on various mental health and wellness topics.
* Lead Instagram, TikTok, Linktree, and Presence- keeping all accounts current.
* Create educational materials for Novant Health Counseling Services and the Academy and College Campus Community.
* Create social media marketing.
* Email Academy and College faculty, staff, and external offices frequently, including Supervisor.
* Occasionally obtain price quotes and place orders for office event materials.
* Help Counseling Staff coordinate outreach events and support other partner events.
* Attend outreach events and present educational topics to peers as needed.
* Perform various office administrative tasks.
* Meet with Supervisor bi-weekly.
* Perform other duties as assigned by Counseling Staff.

**Required Qualifications**

* Ability to maintain strict confidentiality and exercise strong professionalism.
* Microsoft office (Word, Excel, PowerPoint).
* Excellent communication and writing skills.
* Experience with group presentations.
* General knowledge of mental health issues and desire for advocacy.
* Friendly, outgoing personality.
* Collaborative spirit and ability to work well with others.
* Must have attended at least one year at Salem College.
* Experience with social media posts/signage/flyer/poster/brochure creation on Canva or other design programs.
* Creativity and an interest in event marketing is a plus.
* Strong knowledge of other Salem Offices and their responsibilities/functions is a plus.
* Experience with program evaluation is a plus.

**Desired Qualifications:**

* Must have a minimum 2.5 overall G.P.A.
* Research experience a plus.

**Physical Functions**

While performing the responsibilities of the **Health Counseling Services Student Worker**, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*