



Mental Health & Wellness Center

Wellness Lounge Student Specialist Position Description

Hours of Operation:

M-Th 9-5; Fri 9-3

Position Title:

Wellness Lounge Student Specialist

Position Summary:

The Wellness Lounge Student Specialist will be responsible for ensuring the safety, comfort, and overall experience of students utilizing the community college Wellness Lounge. This role involves providing wellness-related resources, answering general questions about the lounge, guiding students to appropriate mental health resources, monitoring the use of massage chairs, and other related tasks.

The ideal candidate will have a passion for student wellness, excellent communication skills, and a basic understanding of mental health services available on campus. Must be 18+ to apply.

Key Responsibilities:

- **Resource Guidance:**
 - Provide a welcoming presence for all visitors who utilize the space
 - Provide students with information about the wellness resources available in the lounge, including wellness literature, mental health services, relaxation techniques, and stress management strategies.

- **Student Support:**

- Engage with students using the lounge by answering questions, providing a welcoming and inclusive environment, and ensuring that students feel comfortable accessing wellness services.
- **Mental Health Resource Referrals:**
 - Assist students by answering general questions about campus mental health resources and referring them to appropriate services, such as counseling, workshops, or other wellness programs.
- **Lounge Maintenance:**
 - Ensure the lounge remains clean, organized, and stocked with necessary supplies, and that all equipment is in proper working order.
- **Documentation & Reporting:**
 - Report any safety incidents, equipment malfunctions, or student concerns to the Wellness Center Chair or appropriate staff member.
- **Massage Chair Oversight:**
 - Monitor the appropriate use of massage chairs and other wellness equipment, ensuring that students are following guidelines and addressing any concerns.

Qualifications:

- Strong communication and interpersonal skills.
- Fluent in written and spoken English
- Ability to remain calm in stressful situations and provide empathetic support.
- Basic knowledge of campus mental health and wellness resources, or willingness to learn.
- Ability to maintain a safe and respectful environment for all students.
- Previous experience in customer service or student services role preferred.

Pay Rate:

\$17.60/hour

Work Schedule:

Part-time, flexible hours, with availability during peak student traffic times, including midterms and finals. No more than 19 hours per week. Prefer 3 hour shifts.

Supervision:

Reports directly to the Wellness Center Chair: Alexis Donato, LMFT