Wellbeing Specialist

Wellbeing Specialist
Student Judicial Programs
Full-Time
S16199
09/30/2015

Salary Commensurate with Experience and Qualifications
Monday through Friday, 8 a.m. to 5 p.m.; occasional evenings and weekends.
Yes
No

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.

Bachelor's Degree
In a related field.
- Social work licensure and/or some graduate or professional education and/or professional certification or licensure, and/or paralegal education

No experience required
Presentation/training/program implementation; social work; law office work.

- Social work licensure and/or professional certification or licensure.

- 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.
- 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.

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

Working Conditions
Yes

Security Sensitive

Special Instructions to Applicants
Quick Link for Posting [http://jobs.rice.edu:80/postings/5612](http://jobs.rice.edu:80/postings/5612)

Job Duties

<table>
<thead>
<tr>
<th>Job Duty Name</th>
<th>STUDENT INTERACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Job Duty</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td>- Assist in developing, and implement trainings for student leaders and organizations.</td>
<td></td>
</tr>
<tr>
<td>- Respond to a wide range of inquiries regarding office activities, procedures, and processes.</td>
<td></td>
</tr>
<tr>
<td>- Address behavior of students and organizations accused of violations of certain university rules.</td>
<td></td>
</tr>
<tr>
<td>- Assist in the resolution student-related crisis situations.</td>
<td></td>
</tr>
<tr>
<td>- Prepare, draft, and edit memos, reports, correspondence, presentations, spreadsheets, etc.</td>
<td></td>
</tr>
<tr>
<td>- Resolve common issues, exercising judgment to determine when to refer more complex issues to higher levels.</td>
<td></td>
</tr>
<tr>
<td>Percentage of</td>
<td>70</td>
</tr>
<tr>
<td>Time</td>
<td>Job Duty Name</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
</tr>
</tbody>
</table>
|      | MISCELLANEOUS | - 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. | 20 |
|      | STUDENT RECORDS | - Maintain student records in accordance with applicable laws and office practice. | 10 |

**Applicant Documents**

**Required Documents**

1. Cover Letter
2. Resume

**Apply Here:** [https://jobs.rice.edu/postings/5619](https://jobs.rice.edu/postings/5619)