

## Peer Educator and Certified Peer Educator Job Description

**TITLE:** Peer Educator and Certified Peer Educator

**ROLE:** The Peer Educators in the Kent State of Well-Being are dedicated student leaders who combine their specialized training in Health Education with a desire to create a positive change for the Kent State Community. Peer Educators understand the importance of holistic wellness for college student success and want to share this with their peers, helping to create a culture of wellness as Kent State. Peer Educators promote and educate on wellness through engaging programs, events, services and social media that they create.

### SUMMARY OF RESPONSIBILITIES:

- **Presentation Delivery:** Deliver presentations on various health and wellness topics to varying audiences including student groups, residence halls, and academic classes.
- **Wellness Wednesdays and Tabling:** Engage KSU community in the adult learning process by planning, implementing, and evaluating weekly health and wellness focused information via interactive tabling events.
- **Programming and Initiatives:** Assist with the implementation of signature programs, events and initiatives on health and well-being topics.
- **Wellness Space Staffing:** Serve as an educator, role model and customer service representative in designated wellness spaces (including the Well Hub). Provide information and connections to resources, promote discussion and reflection, and create a welcoming and engaging environment for all people taking part in programs.

**PAY RATE:** \$11 per hour. There are opportunities for merit-based raises after obtaining the NASPA Peer Educator certification and through the yearly rehire process.

### TYPICAL WORK SCHEDULE AND HOURS

- Peer Educators are hired for the academic year. However, virtual onboarding and development modules through a CANVAS page will be required in the summer, before the first shift staffing the Well Hub.
- Additional onboarding will occur throughout the first 3-4 weeks and regular professional development will occur throughout the year.
- Assigned work hours are based on student availability and need. We appreciate that you are a student first.
- Peer Educators have a set schedule every semester for staffing the Well Hub.
- Other shifts, for programs and events, will be assigned based on the availability of the Peer Educator.
- Most Peer Educators generally work 8-10 hours per week. But may be needed for more based on program and events that Kent State of Well-being is putting on and/or a partner for.
- Peer Educators must be available to attend weekly staff meetings/training during the fall and spring semesters.
- Peer Educators must attend department wide Full Staff Training and In-services as scheduled.
- Peer Educators will not work over scheduled university breaks (Fall, Winter, Spring) or on university recognized holidays or department recognized closures. They will also be off for exam week.
- Peer Educators must be available to staff the Wellness Wednesday program, which may occur anywhere between 4-8pm every Wednesdays.
- Peer Educators will be expected to be the lead on at least 3 Wellness Wednesdays per semester and the lead for 1 major program, event, and/or initiative.
- Peer Educators must have at least 10 weekly hours of availability dedicated to this position. Applicants should consider this hour amount in relation to any other on-campus employment commitment. \*See *Working Week Limit* on this job description. At times, planned department or area training can add an additional 8 hours to a working week.
- Returning Certified Peer Educators are expected to apply and participate in the hiring process each Academic Year.

**APPEARANCE AND DRESS:** Peer Educators follow the Kent State RecWell Uniform Policy. Students should be clean and neatly attired while on duty. A RecWell staff shirt and nametag (provided) are to be worn as the primary outer layer, as well as khaki / jeans bottoms with no rips or holes and closed-toed shoes when in the building. Peer Educators will wear

program specific shirts as assigned to indicate staff designation.

**SUPERVISOR(S):** Peer Educators report to the Coordinator, Student Health and Well-being and may be supervised at times by the Associate Director, Kent State of Well-being and/or Graduate Assistant for the Kent State of Well-being.

#### MINIMUM QUALIFICATIONS:

- Must be enrolled as a Kent State student during time of appointment.
- Must possess strong customer service skills.
- Must be able to work diligently and efficiently to complete high quality, research-based projects. Both independently and collaboratively to achieve common goals.
- Strong verbal and written communication skills with students, coworkers, supervisors, and all RecWell patrons.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully with all people.
- Ability to approach students and generate interest in health & wellness.
- Express an explicit interest in health education and promotion.
- Must be available for regularly scheduled office hours, up to 9 hours per week, AND have flexible availability for at least 3 additional hours to deliver presentations and attend events.
- Must be available on Wednesday evenings for a weekly in-service and program.
- Must be willing to complete Certified Peer Educator Training, CPR/First Aid Training, and other trainings/in-services as required by the Department of Recreation and Wellness Services. (All trainings/certificates are free to you)

**HOW TO APPLY:** Interested candidates must apply through Handshake. Candidates chosen for an interview will have expressed explicit interest and/or related experience in peer education as well as health and wellness.

**QUESTIONS?** Contact the Kent State of Well-being via e-mail at [KSoW@kent.edu](mailto:KSoW@kent.edu)

**SUMMARY OF THE KENT STATE OF WELL-BEING:** Kent State of Well-being aims to foster a culture of health and wellness for students and employees at all Kent State campuses. Kent State of Well-being's mission is to support, promote, and create robust opportunities, programs, and resources that enable individuals to achieve a holistic sense of health and well-being.

#### OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
  - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **NASPA Certified Peer Educator:** CPE Training helps Peer Educators develop leadership skills to be able to successfully create and implement campus programs. Peer Educators will receive training and will become certified through NASPA's Certified Peer Educator program.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).

- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

#### ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT:** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **TEAM CULTURE:** Well-being, Supportiveness, Flexibility, Integrity, and Positive Attitude.
- **VALUES:** Belonging, Development, Integrity, Quality, and Safety.

**EQUAL OPPORTUNITY:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

#### AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

**NACE COMPETENCIES FOR A CAREER – READY WORKFORCE:** The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self-Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
<ul style="list-style-type: none"> <li>• Attend all mandatory Departmental and area training/meetings.</li> <li>• Adhere to the dress code of the Department and/or area.</li> <li>• Be prepared for all programs and shifts.</li> <li>• Take initiative to stay busy at all times by finding tasks to complete; may be unsupervised for short periods of time.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<ul style="list-style-type: none"> <li>• Research and update existing program information.</li> <li>• Describe the interconnectedness of well-being and health behaviors.</li> <li>• Identify how various common behaviors and college health topics positively or negatively affect their well-being at the intrapersonal, interpersonal and community levels.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Assist in and contribute to program development and assessment of specific topic areas.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Plan health education activities and programs. Co-facilitate/lead education program delivery in a variety of campus venues including:</li> <li>• Programs By Request “PBR”</li> <li>• Well Huts</li> <li>• Small group facilitation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Identify and access well-being resources on campus and within the community.</li> <li>Recognize the strengths of self and others to reach common goals.</li> </ul>							
<ul style="list-style-type: none"> <li>Use technology to improve job efficiency and enhance students' experiences: Microsoft Suite, Kahoot, Canvas, Hootsuite, OneDrive, etc.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Engage in respectful, professional communication with all coworkers, students, and professional staff.</li> <li>Distribute, collect, and compile evaluation of events / programs.</li> <li>Serve as a liaison to specific community populations.</li> <li>Communicate weekly with Coordinator via email, text, and/or phone.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Assist with implementation of marketing plan.</li> <li>Create and schedule social media posts to highlight Kent State of Well-being programs.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Collect and prepare supplies for events, programs, and services.</li> <li>Assist with set-up &amp; clean-up of events, programs, and/or services.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Contribute positively to a welcoming environment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Participate in semesterly evaluations to measure professional development and work competencies.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Take active role in Department special events and promotional activities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 2025/2026 HIRING INFORMATION:

- Position post date: March 3<sup>rd</sup>, 2025
- Posting closes: March 31<sup>st</sup>, 2025
- Interviews take place: April 7<sup>th</sup> – April 18<sup>th</sup>, 2025
- Hiring notification: April 25<sup>th</sup>, 2025
- Virtual Onboarding Open- August 1<sup>st</sup>, 2025 (Must be complete by August 22<sup>nd</sup>, 2025)
- In person start state: August 13<sup>th</sup>, 2025
- Job end date: Friday, May 7<sup>th</sup>, 2026