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04-Oct-2024

Employee Wellness Program Support (FWS Eligible)

Student Worker II

105109BR

Job Description

Under administrative direction of the Wellness Program Manager, provides general office assistance and support for the Wellness program departmental function and goals

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

Employee Wellbeing

Full-Time/Part-Time

Part-Time

VP Code

EVP BUSINESS & FINANCE

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$14.75 per hour

Close Date

11-October-2024

Essential Duties

Critical Thinking/Problem Solving:

- Analyze data and input information accurately for Workday events and QuestionPro surveys.
- Identify trends in Employee Wellness statistics and assist in generating reports for program evaluation.

Communication:

- Coordinate feedback from surveys effectively and ensure clear communication with program participants.
- Assist with event planning and outreach activities, engaging with staff through various communication channels.

Teamwork/Collaboration:

- Work collaboratively with the Employee Wellness Program Manager and departmental staff to achieve program goals.
- Support team members in organizing employee flu shots, health classes, and screenings.

Digital Technology:

- Utilize technology for data entry, survey monitoring, and report generation.
- Maintain proficiency in software tools like QuestionPro and Microsoft Office for program support.

Professionalism/Work Ethic:

- Uphold professional standards in handling sensitive Employee Wellness data and maintaining confidentiality.
- Demonstrate a strong work ethic in completing routine tasks such as mailings, copies, and filing accurately and efficiently.

Additional Competencies to Develop:**Leadership:**

- Take initiative in assisting with planning and executing wellness events to develop leadership skills.
- Career Management:
- Seek opportunities for professional development within the Employee Wellness program to enhance career readiness.
- Explore potential career paths in health and wellness through networking with program stakeholders.

Minimum Qualifications

Requires previous knowledge or skill and/or equivalent experience or training.

Desired Qualifications

Has experience with the following tasks:

- performing data entry
- creating QuestionPro surveys
- completing routine mailings
- photocopying and filing
- event planning and assisting in outreach activities

Working Environment

Must be able to sit/stand for extended periods.

Lift up to 25 pounds.

Use copiers, scanners, and computer.

Department Statement

The Office of Human Resources is committed to the recruitment, retention and development of diverse faculty, academic professionals, administrators and staff.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy

of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

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