



MIT PHYSICAL EDUCATION &
WELLNESS

we're hiring!

**part-time
wellness intern**

MIT PHYSICAL EDUCATION AND WELLNESS PROGRAM

please read attached job description and
email cover letter + resume to
skj18@mit.edu



Department of Athletics, Physical Education, and Recreation
120 Vassar Street, W35-297, Cambridge, MA 02139
Phone 617-253-4498 <http://web.mit.edu/daper>

Part-time Wellness Intern 2021-2022
Department of Athletics, Physical Education and Wellness, and Recreation

DAPER's Shared Purpose and Behaviors

DAPER's shared purpose is to bring the MIT community together in educational activities that promote wellness, a diverse and inclusive environment, leadership, teamwork, and the pursuit of excellence through competition, physical activity and recreation. We are committed to the pursuit of excellence by creating an environment that develops community, provides education, inspires leadership and promotes wellness through the following shared behaviors: DAPER develops community by embracing the uniqueness of each person, working cooperatively and providing courtesy, respect, and gratitude in all direction.

Background and Mission of the Physical Education & Wellness Program

Physical Education and Wellness is the instructional arm of DAPER introducing students to a variety of activities to further develop healthy lifestyles. The program offers 6 quarters of activity, including over 20 different courses that reach an average of 1000 students each six weeks. Undergraduates are required to complete 4 courses as part of the MIT general institute requirements. Physical Education & Wellness provides students with the knowledge and skills to lead healthy, active lifestyles, as well as experience the benefits of social interaction through student-centered instructional physical activity.

Position Description:

The part-time Wellness Intern will assist with program assessment, outreach, data management, and support for curriculum development, including wellness microlessons and infographics that may be used across the institute. Through these duties, the Wellness Intern will assist with the larger wellbeing efforts on campus.

Duties

- Develop wellness video micro-lessons with accompanying instructor guide/lesson plan and infographic to address topics of interest to the MIT students. View examples at: <https://www.youtube.com/channel/UCicUqLw-lVpMzkjoxEDZvw/videos>
- Assist with ongoing social media and outreach efforts, including development of infographics and mini- communications campaigns to promote wellness course offerings
- Identify, create and implement public relations/ marketing concepts (student stories, signs, PowerPoint, posters, etc.) for courses, events and registration periods
- Facilitate program assessment - compile quarterly student and instructor feedback, including both quantitative and qualitative data
- Calculate wellness course student retention
- Assist with wellness fundraising development efforts such as maintaining Alumni Lists

Minimum Skills Needed:

- Bachelor's degree in related field
- Familiarity with Canva, Videoscribe, IMovie, and other media development software
- Proficient with Microsoft Word, Excel, Teams, PowerPoint
- Experience with using survey software
- Experience with organizing and analyzing data
- Ability to work independently and as part of a team



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ENGINEERS™

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- Comfort with utilizing and learning new computer software and working remotely
- Strong attention to detail
- Highly dependable and maintains consistent communication with team, regarding updates and needs
- Ability to work remotely as well as in-person

Preferred Skills

- Experience with using social media platforms (Facebook, Instagram) to engage with a target audience
- Experience with working in higher education
- Commitment and interest in college student health and wellbeing

Hours and Schedule:

6-8 hours per week

Compensation:

\$15-\$17 per hour pending experience

Supervision:

Supervision will be delivered by the Lead Wellness Instructor, Sarah K. Johnson

How to Apply: If you are interested in this position or have any questions, please contact Sarah K. Johnson at skj18@mit.edu. Resumes and cover letters are being accepted on a rolling basis and will be reviewed as they are received