

**Position Summary:** Works in conjunction with CHR staff to develop resources applicable to the CHR *Relationships@Work* initiatives. Review current research to incorporate into the design of workshops, presentations, and materials suitable for a variety of corporate and not-for-profit workplaces. Create resources that combine psycho-educational topics with workplace settings. Contribute to the design and analysis of a workplace assessment tool. Possible opportunity for presenting and teaching. Graduate fellows receive a stipend for hourly work at \$12/hr, and a scholarship towards tuition will be awarded.

**Role qualifications:**

- Graduate Counseling student accepted or enrolled (must be enrolled for a minimum of 6 credits during the academic term)
- Available to work at the CHR for 15 hours/week during the regular JBU academic term.
- Able to commit to at least the 2024-25 academic year, with the potential for longer periods.
- Commitment to the Articles of Faith, Mission, and Objectives of the University, and a desire to be a role model for students and customers by demonstrating an active Christian faith in personal example and in work-related responsibilities
- Possesses a valid Drivers License and qualified to use personal or a JBU fleet vehicle

**Position responsibilities:**

- Collaborates with the Executive Director to set objectives
- Prioritizes and pursues objectives without the need for frequent management or observation
- Participates in translational research, converting academic knowledge into applicable information for the public.
- Engages in the composition and development of programmatic content
- Fosters good relations with the University community and general public.
- Other duties as assigned.

**Essential skills and experience:**

- Strong ability to communicate effectively, both orally and in writing
- Ability to create, compose, and edit written materials.
- Ability to work productively and independently as a self-starter
- Contributes collaboratively with the team
- Excellent organizational skills
- Ability to gather and analyze information gleaned from conversations with the community.
- Ability to analyze and solve problems.
- Proficient with Microsoft Office products, including Word, Excel, Outlook, and PowerPoint, as well as an ability to create, input, and analyze data sets within MS Excel.

**Preferred skills and experience:**

- Familiarity with community-based adult education
- Experience in public speaking
- Experience in developing quantitative research tools

**Education:** Bachelor's degree required.

**Reporting to this position:** No direct reports.

**Physical demands and work environment:**

- *Physical demands:* While performing the duties of this job, the employee is occasionally required to walk, stand, sit, use hands, reach with hands and arms, balance, stoop, talk, and hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Regulatory:* The ability to drive highways and cities in heavy traffic
- *Work environment:* The noise level in the work environment is usually minimal.

**Start Date:** The position commences August 19, 2024, and ends May 2, 2025, with the potential for an extension

The employee is expected to adhere to all University policies.

Job Code:

February 12, 2024