

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: Wellness Program Student Commissioner

REPORTS TO: Director of Student Activities

DATE: September 2008 - May 2009

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist with the planning and coordination of Wellness events. This includes developing new and creative ideas for Wellness classes, informational sessions, contests, etc. Help run events, including set up and clean up of an event.
2. Advertise and promote the Wellness programs.
3. Assist with the Intramural/Wellness incentive program.
4. Keep accurate participation records of all participants.
5. Attend Intramural/Wellness staff meetings once per block.
6. Help with Intramural programs as needed.
7. Other duties as assigned.

EXPECTATIONS

The staff must be able to take initiative on projects, be creative, customer-service oriented, and an effective communicator. The Student Director also needs to be comfortable with e-mail as a primary means of communication between him or herself and the Director of Student Activities. Must meet with the Director at the beginning of each block to discuss any issues and plans for the block.