

Student Wellness Ambassadors

Commitment: 5-15 hours/week

Compensation: \$17.20/hour

Positions Available: 8

The Student Wellness Ambassador is responsible for supporting student wellness through health education, initiatives, and projects, while representing Carleton University and the Office of the Associate Vice President Student Health and Wellness. The incumbent also assists with event planning and delivery, presentations and workshops, as well as navigate students to resources both on and off campus. The Student Wellness Ambassadors will be divided into two sub-teams: Health Promotion Team (4 positions) and Wellness Desk Team (4 positions).

Requirements

- Enrolled as a 3rd year standing or higher full-time or part-time undergraduate degree student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2025/2026 academic year.
- A team player with strong interpersonal and group process skills.
- Excellent written and oral communication skills.
- Be in good standing in their academic program.
- Must be available to work on evenings throughout the week and on weekends.

Duties Performed by all Student Wellness Ambassadors

- Attend meetings as scheduled and contribute to a dynamic team environment.
- Acts in accordance with their role as an ambassador and representative of the Office of the Associate Vice President Student Health and Wellness and Carleton University.
- Completes necessary reporting including payroll documentation, evaluations, and documentation of student experience.
- Maintains confidentiality.
- Connect students to appropriate and available campus resources.
- Participate in relevant workshops and training for continual professional development.

Duties Performed by Health Promotion Sub-Team

- Research, synthesize, and design social media content, blog posts, campaign posters, and workshops.
- Facilitate workshops on various health related topics (both virtually and in-person).
- Collaborate with campus partners through meetings, initiatives, and campaigns to promote optimal student wellness at Carleton.
- Engage students in health-related conversations through games, handouts, one-on-one and group conversations, and giveaways while tabling or hosting events around campus.

- Support with tabling events in various spaces around campus.
- Reports to the Health Promotion Coordinator.
- Other duties as assigned.

Duties Performed by Wellness Desk Sub-Team

- Support students presenting to the Wellness Desk by researching and guiding students to relevant resources and supports on campus and, if needed the broader Ottawa community.
- Engage students in wellness-based consultations including the utilization of the Wellness Service Navigator.
- Contacts and consults Campus Safety Services if a student presents with immediate concerns for safety.
- Help in the research, design and implementation of Wellness Desk events, presentations and workshops.
- Support in the maintenance of the Wellness Desk office.
- Reports to the Wellness Coordinator.
- Other duties as assigned.

Skills & Characteristics

- Demonstrated skills in gathering, compiling, and synthesizing information to develop health promotion and/or wellness initiatives and educational materials for students.
- Competency with Microsoft Teams, Canva, and social media platforms such as Instagram.
- Demonstrated strong communication skills (both written and oral).
- Demonstrated strong work ethic, organizational, and time management skills.
- Strong initiative to work creatively and independently – continually creating novel health campaign material for promotion on various health topics.
- Interested in growing leadership and public speaking skills.
- Previous experience and/or interest in the following areas is preferred: mental health, substance use health, harm reduction, sexual health, nutrition, sleep, stress, and physical activity.
- Strong interest in taking on a leadership role in the creation and implementation of tabling events and innovative social media posts/content that align with Health Promotion and overall wellness.
- Ability to self-regulate and demonstrate good judgement in high-stress scenarios.
- Ability to work well independently and self-manage.
- A team player with strong interpersonal and group process skills.
- Training in ASIST, SafeTALK, and/or LivingWorks Start is considered an asset.

The Wellness Team values innovation, impact, and holistic wellness. We are dedicated to creating accessible health information, increasing awareness and knowledge of student wellness, and helping students connect to resources. You can connect with the Wellness Team through our free workshops, blog posts, or find us at [@carletonwellness](#) on Instagram.

This job involves training in late August and runs the length of the academic year. Please realistically consider if you have time to give before applying to this position.

If you have any questions, please do not hesitate to reach out to wellness@carleton.ca.