

Student Wellness Ambassadors

Commitment: 5-15 hours/week

Compensation: \$17.95

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, as well as navigating students to resources both on and off campus. The Student Wellness Ambassadors will be divided into two sub-teams: Health Promotion Team (4 positions), 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 2026/2027 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.

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.
- May include working with and/or supporting Carleton's Therapy Dog Program.
- Follows escalation procedures if a student presents in distress or if there are immediate concerns for safety

Duties Performed by Health Promotion Sub-Team

- Research, synthesize, and design social media content, campaign posters, and Health and Wellness resources.
- 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 and in designated wellness spaces.
- Support with tabling events in various spaces around campus.
- Collaborate with staff from various Carleton departments/student groups and work scheduled hours in wellness spaces to promote health and wellness to students on campus.
- Interest and comfort in discussing various health topics such as mental health, sexual health, substance use health, eating disorder support and resources.
- 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.
- Help with the research, design, and implementation of Wellness Desk events, programming, and activities.
- 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.
- Interest in facilitating conversations with Carleton students, staff and community members.
- 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 on-campus events and programming or find us at [@carletonwellness](#) on Instagram.

This job involves training in early September and runs the length of the academic year. We encourage applicants to carefully consider their academic, work, and personal commitments to ensure they have the capacity to take on this role.

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