



Employee Wellness Program Internship

Organization Name

Pima Community College

Level of Expertise Needed

Undergraduate or graduate student in public health, health education, health science, nutrition, administration or closely related field.

Internship Project Title

Employee Wellness Program intern

Project Description

The purpose of this internship is to provide students with first-hand experience in employee wellness programming. Each internship experience is customized to meet the goals, interest and experience of the student in conjunction with the needs of the Employee Wellness Program.

The goals and performance objectives for this internship may include:

1. Plan and implement wellness educational events.
 - a. Contact worksites and schedule activities.
 - b. Prepare and facilitate workshops and activities.
 - c. Conduct follow-up including programming evaluation.
2. Gain experience researching for program development.
 - a. Conduct research on current topics related to employee wellness.
 - b. Write program descriptions based on research.
3. Prepare written/ visual communication materials for programs and events.
 - a. Flyers
 - b. Social media strategy
 - c. Newsletters
 - d. Handouts
4. Design and implement a semester project.
 - a. Research topic of choice.
 - b. Write project description.
 - c. Facilitate project.

Essential Job Functions to be performed include:

1. Assist with implementing programs.
2. Attend employee wellness meetings and events.
3. Assist with communication and promotion of program and initiatives.
4. Conduct research.
5. Prepare written materials.
6. Refine interpersonal communication skills in the work environment.
7. Practice time management to complete work, school and personal tasks on-time.
8. Ensure confidentiality in all settings.

Student Characteristics

Students who enjoy interacting with and assisting others in a diverse work environment would be a good fit. Ideally, student will be comfortable with public speaking in a small group setting or willing to gain this experience. Student should be organized and conscientious with the ability to be on-time to events, manage time well and meet deadlines.

Organization Background

Pima Community College is a two-year college serving the greater Tucson metropolitan area at six locations throughout Pima County. Founded in 1966, Pima's credit courses award certificates and associate's degrees in a variety of fields. The mission of the Pima Community College Employee Wellness Program is to provide the tools, resources, initiatives and connections needed to empower employees to make healthy lifestyle choices and work towards achieving optimal well-being. The Employee Wellness program serves over 3,000 full-time and part-time employees, offering a comprehensive and holistic approach to wellness.

Where

The home office for Employee Wellness is at 4905 E. Broadway in Tucson, AZ with work performed at the home office and multiple Pima Community College District campuses and administrative offices.

When

All semesters. Hours are flexible, 8 to 40 hours per week with most on-site hours between 8 am and 5 pm. Deadlines are based on the semester of the internship.

Supervision

Nicole Hayes, Wellness Program Manager will provide supervision. She has worked at Pima Community College for nearly six years and has extensive experience organizing and implementing events, activities and initiatives for the college community that are related to health, wellness, and safety. In addition, she has over 4 years of experience supervising interns, volunteers, and student employees. She has received accolades for her mentorship, and implementation of successful student employee training programs. Her training and orientation model has been replicated throughout Pima Community College to ensure quality training and supervision of volunteers, student employees, and interns.

In addition to experience in Higher Education and Student Affairs, Nicole has also worked in the behavioral health field, primary with veteran and military populations. She possesses a Master of Science in Counseling Psychology from Tarleton State University, and a Bachelors of Arts in English from Florida State University. She has also received certification and training related to implementing prevention strategy, curriculum development, and instructional design.

Intern Title

Employee Wellness Program intern

Compensation/Benefits

This is an unpaid internship but offers real-world, hands-on experience.

Application Contact Information

Interested students should submit a letter of interest and current resume to:

Nicole Hayes, Wellness Program Manager
Pima Community College – Employee Wellness
E-mail: nhayes1@pima.edu

If accepted into the internship, applicant will need to complete a Volunteer Service Agreement and background check.