



UPEI Student Union Job Description

Job Title: Mental Health & Wellness Officer
Reports to: VP Finance
Position Type: Student Employee (Must be a full time student)
Start Date: May 2022
Compensation: \$14.22 per hour
Hours: 7 hours/week for 16 weeks (Summer)
30 hours/week for 1 week (August-September)
15 hours/week for 27 weeks (Academic year)

The UPEI Student Union is seeking to hire student staff for the position of Mental Health and Wellness Officer for the 2022-2023 academic year. The purpose of the MHWO is to promote, communicate, and organize services & initiatives pertaining to mental health & wellness. Reporting to the VP Finance this position is responsible for the following:

- Create an annual mental health wellness communications plan with the VP Finance and the Marketing & Communications Manager
- Organize classroom visits at the beginning of first and second semester to speak about Aspiria, UPEI counseling services, and any other workshops or events, etc.
- Act as a mental health liaison between UPEISU & UPEI Student Affairs
 - Exchange & gather information on mental health services available for students
 - Collaborate on mental health initiatives
- Budget & utilize a dedicated operating budget
- Organize events such as Mental Health Mondays, workshops, key-note speakers, and training opportunities
 - This would be done in collaboration with groups such as Student Affairs, Clubs/Societies (such as Jack.org and the Psych Society), Canadian Mental Health Association, or any other group looking to organize an opportunity on campus

Qualifications & Skills

- Passionate & knowledgeable about mental health wellness
- Mental health advocacy experience
- Mental Health First Aid Training (ASSIST, Safe Talk)
- Can clearly articulate mental health wellness supports on campus to many audiences
- Event organizing experience
- Can collaborate and work with many different people & groups
- Set & practice boundaries and practice confidentiality

Deadline for application is **3:00 pm on May 16th, 2022**. To express interest in this role, please direct your cover letter, resume and class schedule in confidence to:

UPEI Student Union Hiring Committee via email: [hiring@upeisu.ca](mailto: hiring@upeisu.ca) or in person at the Student Union office.

Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.