

**Counseling & Psychological Services**

P.O. Box 163170

Orlando, FL 32816-3170

**Student Outreach Coordinator Opportunity at UCF CAPS**

**Who:** Any student who has been enrolled at least 1 year at UCF and is interested in providing additional help to spread mental health and well-being awareness throughout UCF.

**What:** CAPS would like to provide an opportunity for a student to participate in helping coordinate CAPS Peer Educator Program and provide support to CAPS Social Media Team this upcoming academic year 2021-2022 (Fall, Spring, Summer), to help us grow our outreach presence throughout the school’s campus. After one year, there is a possibility to renew position for an additional year. Students from any major would be a good fit for this role. This is a **paid position** with oversight provided by one or more of our CAPS staff. The scope of the work would involve:

* Coordinating outreach support of Peer Educators for CAPS Outreach Events
* Being the primary contact for CAPS Peer Educators
* Assist with orientation of Peer Educators
* Host mandatory monthly Peer Educator meetings
* Keep track of Peer Educator trainings
* Attending and supporting CAPS outreach events (e.g., Healing Arts Exhibition, Healthy Knights Expo, Suicide Awareness Day, PAWS-a-tively Stress-Free, etc.) and other UCF supported events
* Event tabling by helping engage students in CAPS outreach activities, help with set up and/or breakdown of events, etc.
* Conduct Stress Busters presentation
* Support and provide additional help with CAPS social media
* Attend bi-weekly CAPS Outreach Committee meetings
* Attend weekly Social Media Team meetings

**Time Commitment:** 1–2-year commitment, 10-15 hours per week **(paid)**

**How to apply:** Please submit Qualtrics application at the link below.

<https://ucf.qualtrics.com/jfe/form/SV_3lXXRDxaYL4eGXA>

**Deadline to apply: Friday, August 13th**

This could be a great leadership opportunity for a student to gain some experience creating new relationships while spreading awareness for mental health. We would welcome the skills and talents that any UCF student could bring to CAPS!