

**Florida Atlantic University
Owls Care Health Promotion
Owls Care Leader Supervisor**

TITLE: Owls Care Leader Supervisor

PURPOSE: To oversee Owls Care Leaders' training, progress, and performance. Works closely with staff to support the mission of Owls Care, which is to further create a culture of caring at Florida Atlantic University (FAU) and enhance student development by educating students on how to care for 1) themselves, 2) their peers, and 3) their university community.

REPORTS TO: Health Promotion Coordinator over student development.

QUALIFICATIONS AND REQUIREMENTS: Owls Care Leader Supervisor will serve as an example to their peers in creating a culture of caring. It is expected the Owls Care Leader Supervisor will demonstrate an interest in creating a community of caring; have a history of successful leadership; have a history of involvement in program development and implementation; have the ability to disseminate information through various means including presentations and informal interactions; and have knowledge, interest, and a skill set regarding the use of social media in marketing to students and providing education to students.

All applicants must meet the following:

1. Current full-time FAU student with at least two years of experience on a college campus with one full year of demonstrated leadership experience
2. Maintains a minimum 2.75 cumulative GPA
3. Possesses strong verbal skills and ability to effectively communicate ideas and directions
4. Interest in presenting and educating peers on various health/health-related topics
5. Able to work with individuals and groups in a leadership capacity
6. Strong personal organization and time management skills in conjunction with the ability to ensure the organization and time management of a team of 20-40 students
7. Outgoing and engaging personality
8. Able to commit a minimum of 20 hours per week to Owls Care Leader program (mandatory Thursday 4–530PM meetings)
9. Able to start during summer 2018
10. Able to attend and facilitate Fall Retreat & Training August 12-18, 2017
11. Able to attend and track Owls Care Leader attendance at iLead Conference 2018
12. Other duties as assigned

DURATION: The position as an Owls Care Leader Supervisor is for one (1) academic year (Fall and Spring semester).

DUTIES AND RESPONSIBILITIES:

The Owls Care Leader Supervisor will oversee the Owls Care Leaders and will be responsible for their training, progress, and performance.

Owls Care Leader Supervisor will be responsible for:

1. Planning on-boarding training retreat
 - a. Update Owls Care Leader handbook
 - b. Update Owls Care Leader workshops
 - c. Update educational activities
2. Keeping track of mandatory training programs to be completed by OCLs
3. Coordinating bi-weekly staff meetings and professional development meetings
 - a. Contact speakers that will address topics pertinent to the content areas OCLs educate students on
 - b. Contact speakers that will address topics pertinent to professional development of the OCLs
4. Managing Owls Care Leaders schedule
 - a. Manage and schedule OCLs for work shifts weekly
 - b. Coordinate wellness hoots, free ride hoots, and random acts of wellness hoots
 - c. Coordinate other programs associated with OCL program
5. Developing Wellness Hoot competency quizzes and ensuring OCL understanding of subject material
6. Supervising OCL contact of student organizations to set up workshops and program activities
7. Delivering Owls Care workshops when needed
8. Conduct OCLs beginning and end of semester evaluations
9. Assisting with additional program duties as assigned

BENEFITS TO STUDENTS: Owls Care Leader Supervisor will gain valuable leadership experience throughout the year. They will develop and enhance their promotional and marketing skills as well as their presentation and public speaking skills. Owls Care Leader Supervisor will also learn the importance of networking and developing relationships with other groups on campus in order to further collaborative efforts. They will be well versed in time management, task delegation, and task supervision.

COMPENSATION: In addition to gaining valuable leadership experience and receiving training in various areas of Owls Care, the Owls Care Leader Supervisor will receive a compensation of \$15.00 per hour based on the work they perform.

APPLICATION PROCESS: Interested applicants will submit the following materials to the Owls Care Health Promotion office located in the Student Services Building 8, Room 222 (above the Breezeway):

1. Application form may be found online: https://docs.google.com/forms/d/e/1FAIpQLSdx-rwURNjBXwEOEOxdqI6NVyJrjbdxk_HnksVebRhK6lFow/viewform
2. One-page personal statement: The main topic that you will be addressing as an Owls Care Leader is Bystander Intervention. In your own words, what is the difference between a bystander and an ethical bystander? Tell us about a time where you had to act as an ethical bystander. What was the situation, how did you act, and what resulted from your intervening?
3. Unofficial Transcript: available from Office of the Registrar or online through the FAU self-service link on MyFAU account
4. Resume

Applicants with high quality application materials will be invited to participate in an interview. Applicants who qualify for hire during their first interview will be invited for a second interview that will include a five-minute presentation by the applicant on a wellness or Owls Care related topic of the applicant's choice. Acceptance will be based on applicant's application materials and both interview sessions.

For more information, please contact Owls Care Health Promotion at OCLSupervisor@fau.edu or (561) 297-1048.