

## Montana Campus Compact VISTA Assignment Description (VAD)

<b>Position Title:</b> Well-Being Programs Coordinator VISTA
<b>Project Intermediary:</b> Montana Campus Compact
<b>Hosting Organization:</b> Curry Health Center Wellness at the University of Montana
<b>Community Partner(s):</b> University of Montana Graduate School
<b>Project Start Date:</b> August 14, 2023
<b>Project End Date:</b> August 12, 2024
<b>Project Focus Areas:</b> College student well-binge, Marketing and communications, Training design

<b>VISTA Assignment Objectives and Member Activities</b>	
<p><b>Goal(s) of the VISTA Project:</b></p> <p>The goal of this project is to build the capacity of the Curry Health Center Wellness program to deliver high quality programs, foster a campus culture of well-being, and to establish better procedures for evaluating wellness programs. Ultimately, this project will break the cycle of poverty by improving health outcomes for students and increasing the well-being and sense of belonging for students. By doing so, low-income students will be more likely to succeed in school, achieve their degree goals, and set themselves up for career success.</p> <p>The VISTA member will accomplish these goals by improving student awareness of current well-being programs, develop new programs, establish well-being trainings for faculty, and implement evaluation plans to monitor projects success and impacts.</p>	
<p><b>Objective:</b> Complete orientation and establish plan to track performance measures.</p>	<p><b>Member Activity:</b> The member will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the service site and communicate any project questions to the site supervisor and/or the Montana Campus Compact VISTA Director.</p> <p><b>Member Activity:</b> The member will review applicable performance measurements and anticipate outcomes for each activity included in this VAD.</p> <p><b>Member Activity:</b> The member will identify and establish data tracking tools necessary to supply performance measurement data to the Montana Campus Compact on a monthly basis.</p>
<p><b>Objective:</b> Establish communication with project partners, and identify their role in the project.</p>	<p><b>Member Activity:</b> The member will meet with the project partner(s) to discuss opportunities for collaboration.</p> <p><b>Member Activity:</b> The member will maintain regular communication with the project partner(s).</p>
<p><b>Objective:</b> Increase participation in University of Montana wellness activities by</p>	<p><b>Member Activity:</b> The member will research best practices related to marketing and communication well-being messages and services to college students.</p>

<p>improving communications and marketing.</p>	<p><b>Member Activity:</b> The member will create a communication plan that aligns with student needs and can be used as a template for annual planning.</p> <p><b>Member Activity:</b> The member will create a sustainable system for organizing and marketing monthly University of Montana (UM) Wellness Days.</p> <p><b>Member Activity:</b> The member will develop a strategy to increase stakeholder engagement with UM Wellness Days.</p> <p><b>Member Activity:</b> The member will create an evaluation plan for communications.</p>
<p><b>Objective:</b> Expand available wellness programming, and improve delivery of programs.</p>	<p><b>Member Activity:</b> The member will develop and implement new strategies to enhance student well-being by applying identified priorities for action.</p> <p><b>Member Activity:</b> The member will develop and implement a scheduling plan for the Relaxation Station at the Curry Health Center.</p> <p><b>Member Activity:</b> The member will develop an evaluation plan for wellness programming.</p>
<p><b>Objective:</b> Educate University of Montana faculty about creating classroom environments that support student well-being.</p>	<p><b>Member Activity:</b> The member will research best practices for building a classroom culture that supports student well-being.</p> <p><b>Member Activity:</b> The member will create a training based on their research to support faculty in learning strategies to support student well-being in the classroom.</p>

<p><b>Compensation &amp; Benefits</b></p>	
<p><b>Living Allowance:</b> \$675.08 <i>Distributed every two weeks. Subject to federal and state taxes.</i></p> <p><b>End of Service Award: <i>Option 1</i></b>) Education Award <b>\$6,895 <i>Option 2</i></b>) End of Service Stipend <b>\$1,300</b>  <i>You may elect to receive either an education award or an end of service stipend. The education award is distributed after the final day of service. Members who are age 55+ have option to transfer the award to their children and grandchildren. The end of service stipend is distributed in the final two living allowance payments.</i></p> <p><b>Relocation Assistance:</b> \$750 plus \$0.40 per mile. <i>Only available to members relocating 50 or more miles. Disbursed only after arrival on site. If returning home at the end of service, you may receive the same relocation assistance again.</i></p>	

**Public Benefits:** Special Consideration. *In some circumstances, AmeriCorps members receive special considerations when applying for or continuing public benefits, including SNAP, HUD subsidized housing, WIC, etc. [Learn more](#). Or speak to a public benefits caseworker.*

**Emergency Expense Allowance:** Subject to approval. *Administered by the VISTA Member Support Unit. Applicable to extraordinary costs, such as reimbursement for theft, fire loss, or special clothing necessitated by severe climate.*

**Health Coverage:** Yes. *Members may instead elect to remain on their own plan, a family plan, or a spouse's plan.*

**Mental Health Support:** Yes, for those electing the VISTA health coverage plan. *Includes access to teletherapy.*

**Outside Employment:** Permitted. *Members may seek outside employment so long as it does not interfere with their service activities.*

**Childcare Assistance:** Yes. *Eligibility determined by the AmeriCorps Childcare Program.*

**Time Off:** Personal Leave: 10 Days. Medical Leave: 10 Days. Emergency Leave: Subject to approval.

**Federal Noncompetitive Hiring:** Eligible. *For one year following the completion of a service term, VISTA members qualify for preferential treatment when applying for federal jobs.*

**Employers of National Service Preference:** Eligible. *All AmeriCorps members can qualify for preferential treatment when applying to jobs with organizations which classify themselves as Employers of National Service.*

**Education Award Match Eligibility:** Subject to institutional policies. *Please check with campus offices of financial aid to learn if you may be eligible for an institutional match when education award funds are applied to tuition or attendance costs.*

## Qualifications Overview

This AmeriCorps position requires the service member to have a set of knowledge, skills, and abilities (KSAs), and it is these KSAs that set the qualifications for the position. Certain qualifications are deemed essential to this position and to be eligible for the role, you are required to meet these qualifications. Other qualifications are recommended for this role, and will be used to select amongst candidates who otherwise meet the required qualifications.

Candidates who are able to meet a qualification with the support of a reasonable accommodation are considered as satisfying the qualification requirement. Reasonable accommodations will be determined pursuant to the Americans With Disabilities Act (ADA) and other applicable legislation.

## Required Qualifications

**Attention** - Candidate can concentrate on one task over a period of time; can switch their attention between different tasks within a short period of time; and can give their full attention to what other people are saying.

**Cognition** - Candidate can apply their prior knowledge and experiences to their activities; can understand the implications of new information; can remember information such as words, numbers, pictures, and procedures; can observe patterns; and can apply rules to categorize, sort, or order things.

**Communications and Media** - Candidate has knowledge of media production, communication, and dissemination techniques and methods.

**Computer Input** - Candidate has the ability to operate computer programs through an input device (e.g., a computer keyboard or adaptive technology).

**Confidentiality** - Candidate is able to identify information which is confidential or sensitive and to handle such information according to established confidentiality procedures.

**Education and Training** - Candidate has knowledge of the design and development of educational materials and curriculum, and can select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**English Language** - Candidate is able to express themselves in English and comprehend information communicated in English.

**Office Procedures** - Candidate has basic knowledge of common office procedures and project management systems. These include knowledge of at least one word processing program (e.g., Microsoft Word, Google Docs, or Apple Pages), and at least one spreadsheet program (e.g., Microsoft Excel, Google Sheets, or Apple Numbers).

**Problem Solving** - Candidate can apply critical thinking, deductive reasoning, and inductive reasoning to develop and evaluate solutions to problems; can generate original and creative ideas related to a topic; can identify information they are missing and ask appropriate questions to get that information; and can consider relative costs and benefits to identify the best actions to take in response to a problem.

**Time Management** - Candidate can meet deadlines and arrive at appointments on time.

**Well-Being** - Candidate has knowledge of the principals of well-being and best practices in designing well-being programming.

**Written Expression & Comprehension** - Candidate can communicate effectively in writing as appropriate for the needs of a defined audience, and can read and understand information that is presented to them in writing.

## **Recommended Qualifications**

**Basic Mathematics** - Candidate can perform basic arithmetic operations (i.e., addition, subtraction, multiplication, and division), and basic statistical operations (e.g., taking the average of several numbers).

**Non-Profit Organizations** - Candidate has knowledge of the structure, operation, and purpose of non-profit organizations in the United States.

**Oral Comprehension & Expression** - Candidate has the ability to listen to and understand information and ideas presented through spoken words and sentences, and can communicate information and ideas in speech so others will understand.

**Project Management** - Candidate has knowledge of planning and coordinating activities to accomplish complex projects, and can monitor and assess the performance of themselves and others to make improvements.

**Team Management** - Candidate has knowledge of leadership techniques and the coordination of people and resources.

**Technology Design** - Candidate can generate or adapt equipment and technology to serve user needs.

## Minimum Eligibility Requirements

*In order to be eligible to participate in the MTCC AmeriCorps VISTA program, a candidate must meet all of the following eligibility criteria.*

- 1) Be at least 18 years of age on the first day of service.
- 2) Hold one of the following citizenship or legal residency statuses: US Citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state. Examples of persons legally residing within a state may include those holding the following classifications: refugee, asylee, temporary protected status, and Deferred Action for Childhood Arrivals (DACA) status.
- 3) Must not be registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry.
- 4) Must not have been convicted of murder, as defined in 18 U.S.C. 1111.
- 5) Must be willing to consent to a National Service Criminal History Check.
- 6) Must not show a pattern of previous criminal behavior that may endanger or adversely impact the beneficiaries, staff, or volunteers of MTCC, AmeriCorps, or of the service site. Or of a pattern of non-criminal behavior that may result in the same.
- 7) Must hold a Bachelor's or higher degree. Or, hold an Associate's degree and be able to demonstrate relevant work experience.

**ADA/EOE/AA/Veteran's Preference:** *MTCC is an administrative unit of the University of Montana. Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.*