

WELLNESS CENTER GRADUATE ASSISTANT GENERIC POSITION DESCRIPTION

Area: Student Affairs

Unit: Student Health Center, Wellness Center

Title: Graduate Assistant - 20 hrs. per week/fiscal year contract (not automatically off on breaks) August – mid May

Definition of Position: Assist coordinator in administering campus-wide health promotion programs.

Specific Duties and Responsibilities: A Graduate Assistant for the Wellness Center will assist Wellness Coordinator in one or more of the following program areas:

1. Work in close cooperation with multi-disciplinary staff at the Student Health Center Wellness Center and other student service and academic units on campus as designated by program coordinator.
2. Participate in training activities as directed, including orientation activities, staff development, and scheduled meetings with supervisor on an on-going basis.
3. Assist in development, implementation, and evaluation of activities, which may include the following: classroom presentations, workshops, health promotion events and displays; some of these will occur in the evenings and on weekends.
Topic areas: Alcohol/Drugs; Health Educational Outreach; Stress Management; Nutrition; Sexuality Education; and Medical Self-Care at the Student Health Assessment Center (SHAC) in the Student Center.
4. Provide individual consultation and/or group facilitation or educational classes for specific health concerns of students.
5. Develop written educational materials, bulletin boards, table tents and newspaper articles as assigned.
6. Research health-related topics and assist in evaluation of programs as needed. Specific skills in computer database programs and desktop publishing may be necessary in some program areas.
7. Network with appropriate student/university organizations and committees as Wellness representative.
8. Assist in training and supervising student volunteers in specific health/program areas.
9. Participate in performance evaluation process with supervisor.
10. Other job duties and responsibilities as determined with supervisor.

Organizational Relationships: Wellness Center Graduate Assistants report directly to Wellness Coordinator of specific content area.

Qualifications for Position: Bachelor's degree in a health or counseling related field, meet Graduate School requirements (**Must be admitted to graduate school and be registered for 6 hours of classes. If you have been undeclared for two semesters, you must be accepted into a graduate program by the 3rd semester**) and understanding of Wellness philosophy, good verbal and written communication skills and computer competency.

Desirable Qualifications: Background in counseling skills, teaching experience, program development, health education/health promotion, public relations, research, and marketing. Skills in desktop publishing and/or development of databases and/or management of internet resources.

For more information contact the program coordinator in the area of your interest by calling 536-4441:

- Educational Outreach/Health Education – Michelle McLernon
- Sexuality Education – Christy Hamilton
- Stress Management - Barb Elam

OVER ⇒

BRIEF DESCRIPTIONS FOR EACH PROGRAM

Educational Outreach/Health Education Graduate Assistant

Provide educational programs in the areas of: wellness, sexuality, nutrition and fitness, stress management, and alcohol and other drug education to classrooms, residence halls and special campus groups. Plan health education activities and special events. Work in collaboration with other units on campus in planning and staffing events. Plan and develop social marketing strategies for all areas of wellness. This position requires someone who is willing to work occasional evenings and weekends. This person needs to be flexible and creative. This person must feel comfortable presenting to a group or classroom. Must possess computer skills sufficient to develop flyers, table tents, bulletin boards, and databases.

Sexuality Education Graduate Assistant

Provide individual intake and brief counseling for students presenting with any of the following issues: unplanned and planned pregnancy, birth control options, STIs, sexual orientation, relationship issues and HIV testing. Certification required to provide HIV Testing (pre and post-test counseling) with State of Illinois Public Health. Certification training is given at the beginning of the semester. Presentation skills required for providing educational workshops on the above issues. Must feel comfortable speaking about all aspects of sexuality.

Stress Management Graduate Assistant

Provide individual intake and brief counseling for students presenting with stress, including anxiety with physical and psychological symptoms, depression, situational adjustments, time management, test anxiety and a variety of diagnoses. Assessment of DSM categories, case management and referral skills necessary. Presentation/outreach competency required in order to provide educational workshops on stress related topics. Background or interest in relaxation training. Knowledge of behavior change strategies helpful.