Position Title: Graduate Assistant for Student Wellness Services

Reports to: Shawna Haislet, Health Promotion Coordinator, 319-273-2137; Student Wellness Services, Student Health Clinic, University of Northern Iowa, Cedar Falls, Iowa, 50614-0221; shawna.haislet@uni.edu

- For the fall semester: 20 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary for 2019-2020 is $5,284 per semester.
- Salary is prorated on a weekly basis for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Creating, planning, and often collaborating with other departments on innovative educational and participatory activities, including but not limited to: panels, speakers, resource and information tables, and awareness-raising events with priority focus placed on issues that significantly impact student wellness and success (sexual health, eating well, sleep, alcohol and other drugs, stress, healthy relationships, etc.)
- Developing and implementing health related programs for the student body, including, but not limited to:
  - researching health topics
  - creating interactive activities for programs
  - reviewing and updating presentations on various health and wellness topics
  - presenting health related program information in a variety of settings (classroom, residence hall, etc.) and with various target populations (small or large, sororities/fraternities, student organizations, first-year students, international students, etc.)
- Actively participating in Wellness Coaching training and providing one-on-one coaching for students.
- Developing and carrying out marketing, promotion, and advertising of programs and events.
• Participating in committee/departmental meetings for purposes of program planning and development.
• Assisting with program assessment.
• Engaging in division and university-wide professional development opportunities.
• Other duties as assigned.

Qualifications:
• Must be a full-time, degree-seeking student in a UNI graduate program (e.g., Postsecondary Education: Student Affairs; Health Promotion; Communication Studies; Women’s and Gender Studies, Social Work or other closely related field preferred).
• Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Experience assisting with wellness program planning, marketing and implementation preferred.
• Strong interpersonal and organization skills required.
• Competent writing and oral communication skills, including public speaking required.
• Ability to be self-motivated, independent problem-solver, and to conduct oneself in a highly professional and ethical manner required.
• Working knowledge of Microsoft Word, Excel, and Powerpoint, basic graphic design programs (i.e. Publisher), social media (i.e. Facebook, Twitter, HootSuite), and Google applications required.
• B.A. degree in Health Promotion, Community Health, Public Health, Communication Studies, Family Services, Social Work, Women’s and Gender Studies or closely related field preferred.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a letter of application, resume, and email addresses and telephone numbers of three (3) references to: Shawna Haislet, Health Promotion Coordinator, Student Wellness Services, shawna.haislet@uni.edu.