

University of Northern Iowa

Student Wellness Services

Position Title: Graduate Assistant for Student Wellness

Reports to: Joan Thompson, Health Educator at 319-273-2137; Student Wellness Services, WRC 104K, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201; joan.thompson@uni.edu

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary for 2017-18 is \$5,120.
- 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 mental health, healthy relationships, etc.).
- Developing and carrying out marketing, promotion, and advertising of programs through social media, positive messaging, bulletin boards, and events.
- Program administration: Mentors in Violence Prevention, awareness week/month initiatives, presentations and public speaking (small and large group).
- Participating in committee/departmental meetings for purposes of program planning and development
- Assisting with campus-wide programs, fairs, and events.
- Assisting with program assessment.
- Engaging in department GA curriculum, as well as department, 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 Power Point, 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: Joan Thompson, Health Educator/Victim Services Advocate, Student Wellness Services, joan.thompson@uni.edu.

Applications received by Friday, February 10, 2017, will be given preferential consideration.