University of Northern Iowa
Student Wellness Services

Position Title: Graduate Assistant for Student Wellness Services

Reports to: Shawna Jesse, Health Promotion Coordinator, 319-273-6119; Student Wellness Services, Student Health Clinic, University of Northern Iowa, Cedar Falls, Iowa, 50614-0221; shawna.haislet@uni.edu

Terms of Employment:
• For the fall semester: 20 hours per week, beginning August 2021 (first day of classes) and ending December 2021 (last day of classes). Does not include the week of Thanksgiving Break.
• For the spring semester: 20 hours per week, beginning January 2022 (first day of classes) and ending May 2022 (last day of classes). Does not include the week of Spring Break.

Compensation:
• Full assistantship salary in 2020-2021 was $5,395 per semester. 2021-2022 salary rate is yet to be determined.
• 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: resource and information tables and awareness-raising events with priority focus placed on issues that significantly impact student wellness and success (stress, sexual health, eating well, sleep, alcohol and other drugs, healthy connections, etc.)
• Developing and implementing health related programs for the student body, including, but not limited to:
  o Researching health topics
  o Creating interactive activities for programs
  o Reviewing and updating presentations on various health and wellness topics
  o 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, School Counseling, Social Work or other closely related field preferred).
• Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
• 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. Canva), social media (i.e. Facebook, Twitter, Instagram), and Google applications required.
• B.A. degree in Health Promotion, Community Health, Public Health, Family Services, Social Work or closely related field preferred.

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