

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

Semesters of employment available: Fall 2021 and Spring 2022

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August, 23, 2021 and ending December 4, 2021.
- For the spring semester: 20 hours per week, beginning January 25, 2022 and ending May 7, 2022.

Compensation:

- The 2021-22 Graduate Assistantship stipend amount is \$5,395.00 for full-time per semester and may be prorated depending on start date.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: <https://grad.uni.edu/faq-graduate-assistantship>.

Position Duties:

- 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, 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.

General Qualifications:

- Must be a full-time, degree-seeking student in UNI's graduate program.
- 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.
- Have an official transcript on file in the Office of Admissions.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Must meet UNI's employment eligibility.
- Ability to be self-motivated, independent problem-solver, and to conduct oneself in a highly professional and ethical manner.

Preferred Qualifications:

- B.A. degree in Public Health, Health Promotion, Family Services, Social Work or closely related field preferred.
- Seeking a M.A. degree in Postsecondary Education: Student Affairs, Public Health, School Counseling, Mental Health Counseling, Social Work or other closely related field preferred.
- Experience assisting with wellness program planning, marketing and implementation preferred.
- Strong interpersonal and organizational skills.
- Competent writing and oral communication skills, including public speaking.
- 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.

Application Process and Deadline: To apply, submit the [Assistantship application form](#) and attach: a resume, 3 references (name, position, and contact information), a cover letter, and class schedule to: Shawna Jesse, Health Promotion Coordinator, Student Wellness Services, shawna.haislet@uni.edu.

Position open until filled.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.