Position Title: Graduate Assistant for Student Wellness Services

Reports to: Shawna Haislet, 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

- 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: 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 connections, 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, 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 [http://www.grad.uni.edu/assistantships](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.