

Graduate Assistant for Health and Wellness Initiatives

General Description: The Office of Student Involvement seeks an energetic and creative candidate who will advance the office's mission of enriching the educational mission of the University by providing support in the area of Health & Wellness. This graduate assistant will assist the Associate Director of Health & Wellness Initiatives with the over ten existing current office wellness initiatives, the development of new research based initiatives and general office infrastructure. The Office of Health & Wellness is going into its fourth year at Stetson and continues to grow and develop at a fast, exciting pace.

This Assistantship is a one-year, 20 hour per week assignment. The position begins August 2009 and will end May 2010 (with a possible extension available). There is no tuition benefit for this position. This is a paid hourly position.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Plan and implement one, on-campus HIV screening per semester. This includes working with the off-campus organization that provides screening, advertising efforts, appointment scheduling, handouts, set-up of screening and flow on screening day. Most importantly, the GA will communicate with students waiting for screening about the process and will refer students to screening sites during the year between on-campus screenings.
- Manage the appointment scheduling and phone contacts for the confidential BASICS, alcohol counseling intervention.
- Supervise and advise the Health & Wellness student worker whose primary duties are: the 21st Birthday project, program feedback forms and management of the brochure manual.
- Update the Health & Wellness website with new initiatives and changes to current programs. Update the office facebook page with similar information (training will be provided).
- Assist with research, development, implementation or assessment of additional promotions and initiatives based on interest level. Please visit our website for a full list of current initiatives: <http://www.stetson.edu/administration/campuslife/healthandwellness/>

Application Procedure: Applicants must submit the following materials: cover letter, resume, and the names/contact information of three professional references. The office will give preference to applications received on or before July 1, 2009. Position will be open until filled.

Send Specific questions and application materials to:

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