



## GRADUATE ASSISTANT - POSITION DESCRIPTION

The graduate assistant for the Center for Health & Wellness Promotion (CHWP) serves a vital role as a valuable member of a dynamic and motivated team of professionals and students committed to promoting healthy lifestyle choices and enhancing wellness at USD. This position provides leadership in the development, coordination and implementation of prevention programs and outreach activities, and includes occasional assistance with Campus Connections, CHWP's alcohol and other drug (AOD) peer educators. This position will also provide support and assistance in other areas of student wellness outreach. This is a 20 hour per week commitment and requires some evening and weekend hours. Enthusiasm and initiative required. **For more information, contact the Center for Health & Wellness Promotion at 619.260.4618 or visit the website at [www.sandiego.edu/chwp](http://www.sandiego.edu/chwp). Please email cover letter and resume to [chwp@sandiego.edu](mailto:chwp@sandiego.edu) . Applications received by May 3, 2009 will receive priority consideration.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Actively participate in campus and community committees as assigned.

- Weekend Programming Task Force
- Committee for Health & Wellness Initiatives (CoHWI)
- Alcohol Task Force
- Other committees as assigned

Assist CHWP professional staff with health and wellness related outreach activities and prevention initiatives, as assigned.

- Fridays in the Valley
- Fall and Spring wellness outreach programming

Collaborate and coordinate with other individuals and organizations in campus-wide education and prevention outreach.

- Associated Students
- Campus Recreation & Fitness
- Community Service Learning
- Department of Public Safety
- Residential Life

Professionally and effectively communicate with students and colleagues both orally and in writing.

- Compile end of semester reports for outreach activities and programs
- Assist with Biennial Review documentation review and update process
- Other reports as assigned

Provide administrative assistance and model leadership for student staff.

- Assist with CHWP administrative tasks as needed
- Provide administrative office support as needed
- Provide leadership & support for student staff development

Maintain office hours reflective of outreach and programming planning and implementation needs.

- Flex schedule to oversee evening and weekend outreach programs, as needed

### PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

- Interest and enthusiasm for college health and wellness promotion and outreach
- Strong interpersonal and communication skills
- Strong organizational skills and ability to multi-task in a fast-paced environment
- Enthusiasm and motivation for student leadership development
- Creativity, initiative and flexibility
- Critical thinking, problem-solving and openness to learning
- Ability and willingness to give and receive constructive feedback
- Availability and willingness to flex schedule for occasional evening and weekend hours
- Previous experience with peer advising and/or college health promotion preferred, but not required