

20-Hour Graduate Assistantship Position

General Description

The Graduate Assistant (GA) reports to the Coordinator for Student Wellness and Prevention of Health Services. The GA is considered a paraprofessional member of Boyd Health Services and Counseling Services. The GA will develop and implement health and wellness outreach programs in an effort to improve the success of students at Austin Peay State University.

Primary Duties and Responsibilities

- Plan, implement, and evaluate health and wellness outreach programs.
- Directly supervise up to three health and wellness intern students.
- Maintain health education and resource materials.
- Conduct classroom presentations and workshops for students as requested related to health or wellness topics.
- Maintain student wellness section of departmental website.
- Assist with maintenance of the Student Wellness social media sites.
- Assist with creation and distribution of health and wellness informational materials.
- Assist with events in which Boyd Health Services or Counseling Services sponsors or participates.
- Collaborate with various institutional department and office for prevention programming.
- Help market various social norms campaigns and initiatives through both paper and electronic forms.
 - Examples include the Monthly Wellness Journal, Podcasts, etc.
- Perform other job duties as assigned.

Essential Functions

- Ability to communicate effectively, both orally and in writing.
- Ability to relate and work effectively with a diverse student population.
- Ability to utilize computer technology, such as Microsoft Word and PowerPoint.
- Ability to prepare and keep accurate records and files.
- Excellent organizational skills and attention to detail.
- Ability to behave ethically and maintain confidentiality.
- Ability to work cooperatively and collaboratively with students, staff, faculty, and the general public.
- Ability to be flexible and manage multiple tasks effectively.
- Ability to follow APSU guidelines, policies, procedures, and emergency preparedness.

Qualifications

- Full-time graduate student accepted into an APSU graduate program with interest in health education, health promotion, or other related field.
- Must be able to fulfill duties during normal operating hours, and be available during some evenings and weekends.
- Must maintain full-time status and 3.0 GPA during duration of assistantship.

Application Procedure

Students interested in working as the Student Wellness and Prevention Graduate Assistant should apply through the college of Graduate Studies and notify the Coordinator for Student Wellness and Prevention of their interest. Other materials may be requested of the application, including a cover letter explaining interest in working in the Health and Counseling Center and a current resume.

All questions pertaining to the position should be directed to:

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