



Ashland University Graduate Assistant for Health, Wellness, & Service

Position Title:

Graduate Assistant for Health, Wellness, & Service

Departments:

Student Health Center & Center for Community Service

General Job Description:

The Graduate Assistant for Health, Wellness, & Service is a paraprofessional position that works collaboratively with the Student Health Center & the Center for Community Service professional staff to assist with the promotion of healthy lifestyles, health awareness, and community awareness through educational programs, presentations, and community service. The primary responsibilities involve advising Eagle Educators, which will operate as a team under Community Care. The Health, Wellness, & Service Graduate Assistant is responsible for managing projects between the Center for Community Service and the Student Health Center through their responsibilities as advisor to Eagle Educators. This position will be housed in the Student Health Center.

Reports To:

Director of the Student Health Center & Director of the Center for Community Service

Qualifications:

The Graduate Assistant for Health, Wellness, & Service will have a Bachelor's Degree from an accredited institution. It is preferred that the Graduate Assistant be enrolled in a master's degree or equivalent program, however it is not required.

Essential Functions and Brief Rationale:

Advisor, Eagle Educators

- Work closely with Eagle Educators to create, implement, and evaluate service programs
- Attend team meeting with Community Care Executive Board Members as needed
- Assist in recruitment, training, and evaluation of Eagle Educators
- Attend Fall and Spring Retreats, Kick Off Meetings, and weekend/evening programs as determined by the Director of the Student Health Center and the Director of the Center for Community Service
- Manage ABCC funding budget and update other resources as necessary
- Meet weekly with Directors and other times as necessary
- Meet with the Co-Leaders of Eagle Educators and Community Care Executive Board as necessary

Learning Objectives

- Experience the daily operations of the Center for Community Service & the Student Health Center
- Understand the health, wellness, and volunteer needs of the Ashland community
- Gain experience in the implementation of service programs
- Enhance supervision skills through advising a student led organization
- Build resume and work portfolio

Necessary Skills

- Desire to make a difference in the community and Ashland University
- Ability to work 10 hours per week if enrolled in a degree program and 15 hours per week if not enrolled in a degree program, including evening and weekend meetings and activities
- Ability to work independently and as a member of a team to complete projects
- Strong oral and written communication skills
- Enthusiasm, flexibility, organization, and self-motivation
- Maintain a neat, professional, and appropriate appearance, as needed
- Respect the sensitive and confidential nature of information present in a health care setting with the understanding that a breach of confidentiality may result in disciplinary action or termination of employment
- Other duties as assigned