

Position Description:

The purpose of this position is to plan, implement, and evaluate health and wellness events, conduct education classes and workshops, promote the mission of the Office of Health and Wellness, and coordinate and enhance systems and programs to support the mental and physical health and well-being of Bowling Green State University students.

Responsibilities:

Advising and Supervising

- Supervise student employees and interns
- Work with student employees and interns on a variety of initiatives and tasks, including preparing for programs and events

Organizational and Human Resources

- Coordinate and schedule health and wellness presentations, workshops, and events (Examples include: National Collegiate Alcohol Awareness Week, Sexual Health Awareness Week, Sexual Assault Awareness Month 5k and Dog Walk, Eating Disorders Awareness Week, Body Acceptance Week, HIV/AIDS Awareness Week, etc.)
- Participate in various campus/community committees when needed
- Coordinate alcohol-free late-night alternative events sponsored by the Office of Health and Wellness and other collaborating groups across campus and the community
- Assist in interviewing student employees and interns for the Office of Health and Wellness

Student Learning and Development

- Work with interns to create workable and intentional programs and events
- Utilize learning outcomes to create educational programming for students across campus

Social Justice and Inclusion

- Partner with the Division of Diversity and Belonging on events and programming

Assessment, Evaluation, and Research

- Assist with the development, implementation, and evaluation of educational workshops for faculty, staff, and students
- Assess and evaluate effectiveness of late-night programming through analysis of surveys completed at the conclusion of late-night events
- Assess effectiveness of education presentations through analysis of survey data from presentations
- Utilize qualitative data analysis when appropriate
- Utilize National College Health Assessment, National Faculty and Staff Health Assessment and Healthy Minds Data for needs assessment

Law, Policy, and Governance

- Work to strengthen the ties between the Office of Health and Wellness and other campus and community offices/agencies, faculty, and students
- Work with the Office of the Dean of Students, Bowling Green and BGSU Police, and Safe Communities on programming relating to alcohol and other drugs

Collaborative Responsibilities

- Work with professionals involved with campus health promotion and education to aid in the coordination and collaboration of campus programs
- Work with the Mental Health Educator to plan, coordinate, schedule, and implement mental health related events and programs
- Oversee day-to-day communication for the Office of Health and Wellness partnerships and collaboration

Leadership

- Serve as contributing Graduate Assistant to both the Mental Health Awareness and Education Committee and the Alcohol and Other Drug Advisory Committee

Additional Responsibilities

- Work with the Office of Health and Wellness in creating new ideas to turn into workable projects (i.e., new publications, programs, and public relations campaigns)
- Attend professional and student staff meetings
- Perform any other duties as required by the professional staff
- Serve on other committees as selected
- Opportunity to implement, collaborate on, and write grants. The Office of Health and Wellness houses several grant projects and the potential for grant writing exists within this position

Features/Culture of the Office:

- This Graduate Assistant will work in the Wellness Connection office. There is always one student employee working during open office hours as well as interns and peer educators completing projects in the office.
- The Graduate Assistant spends time working independently and interdependently. There is a good portion of time where duties are done independently, but event preparation and implementation as well as collaborations across campus are done interdependently.
- There are two CSP Graduate Assistants in the Office of Health and Wellness – one focused primarily on advising and supervision of student employees and peer educators and one focused primarily on programming efforts.
- No prior knowledge or training on health and wellness programs needed.

Time Commitment:

- 20 hours per week during fall and spring semester (including finals weeks)
 - Hours should be a set schedule each week (primarily during business hours), with opportunity to flex hours as needed for late-night programming and other programming needs
- Late-Night Events (7pm–12am, 3 fall semester, 2 spring semester)
- This is a two-academic year position ending in May 2026 (work during fall and spring semesters)

Benefits/Compensation:

- Stipend at standard College Student Personnel program rate
- Scholarship at standard College Student Personnel program rate
- Membership in the American College Health Association
- CPR/AED/First-Aid Certification (if you do not already hold active certification)
- Group Exercise Pass

Prerequisite Knowledge/Skills:

- Leadership and public speaking skills
- Strong communication skills
- Ability to delegate and multi-task
- Ability to plan and coordinate events
- Passion for health and wellness
- CPR/AED/First-Aid (to be completed upon hire)

Institution: Bowling Green State University

Office: Office of Health and Wellness

Website for Department: bgsu.edu/wellness

Number of Positions Available: 1

Supervisor/Office Contact Information

Faith DeNardo, PhD, CHES

Office of Health and Wellness, Director

Title IX Deputy

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