

**Graduate Assistant
Wellness Connection****Position Summary**

The purpose of this position is to serve as a graduate advisor for the Student Wellness Network, coordinate and promote health and wellness events, and hire, train and supervise peer educators, assist with education classes and workshops, and promote the mission of the Department of Recreation and Wellness in action and in spirit.

Essential Duties and Tasks

- Serve as a graduate advisor for a student group, Student Wellness Network
- Coordinate National Collegiate Alcohol Awareness Week and other topical health weeks as assigned.
- Coordinate the Big Playground, which is an alcohol-free late-night alternative event sponsored by the Wellness Connection and other alcohol-free late-night alternative events as scheduled.
- Recruit, coordinate, train, and supervise peer educators in presentations aimed at students.
- Assist in teaching the peer education class (HHS 4400).
- Assist in the day to day operations of the Drug, Alcohol, and Sexual Offenses Coalition and serve as a member of the coalition.
- Assist with the development, implementation, and evaluation of educational workshops for faculty, staff, graduate students, and student leaders.
- Work with the Wellness Connection in creating new ideas to turn into workable projects (i.e., new publications, programs, and public relations campaigns). Keep concise and clear records of projects and programs for which you are responsible.
- Work with other professionals involved with campus health promotion and education to aid in the coordination and collaboration of campus programs.
- Work to strengthen the ties between the Wellness Connection and other Student Affairs offices, faculty, and students.
- Assist staff with general day to day duties of the office. Attend all regularly scheduled office hours and staff meetings.
- Promote the philosophy of wellness both in spirit and action.
- Evening hours are needed to facilitate presentations and attend student group meetings. Some weekend hours will be needed for retreats, events, and other programs.
- Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
- Attend professional and student staff meetings.
- Assist in evening supervision of the SRC in the absence of professional staff.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Computer software skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Attention to detail

Requirements

- 3.0 undergraduate GPA (on a 4.0 scale)
- Acceptance into BGSU Graduate College Degree program
- (Preferred) CPR/FA & AED certified
- Business casual dress requirement

Supervision

- Supervised by the Director of the Wellness Connection

<http://www.bgsu.edu/offices/ohr>

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