

**Position Description:**

The purpose of this position is to serve as a graduate advisor for the Student Wellness Network, coordinate and promote health and wellness events, train and supervise peer educators, assist with 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 Wellness Ambassador peer educators
- Serve as a graduate advisor for the student group, Student Wellness Network
- Supervise student employees and interns
- Work with student employees and interns on a variety of initiatives and tasks, including preparing for programs and managing peer education presentation kits

**Organizational and Human Resources**

- Recruit, coordinate, and train peer educators to facilitate presentations for students
- Coordinate and schedule peer education and requested health and wellness presentations for classes, residence halls, fraternities & sororities, and other campus groups
- Help coordinate alcohol-free late-night alternative events sponsored by the Office of Health and Wellness
- Create a budget and obtain funding for the NASPA Peer Education Conference through a combination of special allocation funding, crowdfunding, department funding, and other funding sources
- Assist in interviewing student employees and interns for the Office of Health and Wellness

**Student Learning and Development**

- Facilitate personal and professional development of peer educators at weekly meetings through internal development of programming and/or partnership with offices on campus or outside entities to develop and present programming
- Attend and advise students at the NASPA Peer Education conference. The opportunity to submit a presentation proposal(s) and present at this conference exists.
- Conduct a 30-minute one-on-one meeting with each peer educator each semester

**Assessment, Evaluation, and Research**

- Assist with the development, implementation, and evaluation of educational workshops for faculty, staff, graduate students, and student leaders
- Assess and evaluate effectiveness of late-night programming through analysis of surveys completed at the conclusion of late-night events
- Assess effectiveness of peer education presentations through analysis of survey data from presentations

**Law, Policy, and Governance**

- Work to strengthen the ties between the Office of Health and Wellness and other campus offices, faculty, and students
- Schedule sanctioned peer education presentations, and sanctioned students volunteer hours and assignments
- Update peer education presentations and scripts to reflect updates in local and campus laws and policies, and train peer educators on these updates

**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 Center for Women and Gender Equity Graduate Assistant to plan, coordinate, schedule, and implement events and programs
- Oversee day-to-day communication for the Office of Health and Wellness partnerships and collaboration
- Attend and assist with planning health and wellness-related events hosted by the Office of Health and Wellness
- Work with the Center for Women and Gender Equity and other key departments to plan and implement events for Sexual Assault Awareness Month (April)
- Serve as a member campus and/or community committees when needed

**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)
  - 3 hours to be completed on Tuesday nights from 6-9pm (peer educator and Student Wellness Network meetings)
  - 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)
- Weekend Peer Education Training (1 per semester, Friday afternoon 2pm-6pm, Saturday morning, 9am-1pm)
- NASPA National Peer Education Conference - TBD
- 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
- Attendance at the NASPA Conference (when accompanying Wellness Ambassadors)
- 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](https://bgsu.edu/wellness)

**Number of Positions Available:** 1

**Supervisor/Office Contact Information**

Faith DeNardo, PhD, CHES

Office of Health and Wellness Director

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