

Graduate Assistant
Wellness Connection and Student Programming

Position Summary

The purpose of this position is to serve as grant coordinator for the NCAA CHOICES grant, coordinate and promote health and wellness events, and assist with education classes and workshops for departmental student employees and the campus community at large while promoting the mission of the Department of Recreation and Wellness in action and in spirit.

Essential Duties and Tasks

Wellness Connection

- Coordinate the objectives and goals of the NCAA CHOICES grant
- Coordinate and plan various wellness awareness events such as National Collegiate Alcohol Awareness Week.
- Coordinate the Monster Mash Halloween Bash and Summer Splash, which are alcohol-free late-night alternative events sponsored by the Wellness Connection and other alcohol-free late-night alternative events as scheduled.
- 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.
- Promote the philosophy of wellness both in spirit and action.

Student Employee Board

- Advise and work with 10-12 student leaders to develop agendas and facilitate monthly and emergency meeting
- Conduct regular 1/1 meetings with each leader
- Coordinate committees with board to achieve monthly and annual award and recognitions fundraising, outreach, community service, and team building goals
- Respond to workplace issues and administer discipline procedures
- Administer Rec Buck employee incentive program

Administer Student Employee Leadership Development and Career Readiness Programming

- Apply BGSU Division of Student Affairs priorities, student requests, and leadership theory to develop learning outcomes
- Develop, coordinate, market, and assess programming
- Collaborate with on- and off-campus presenters

Other

- 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, communication skills, and attention to detail

Requirements

- 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 and Assistant Director for Sales and Student Programming

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

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans, and persons with disabilities. BGSU hires only individuals authorized to work in the United States. For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.