

**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.

Position Responsibilities:

- Recruit, coordinate, train, and supervise peer educators in presentations aimed at students.
- Coordinate and schedule peer education and requested health and wellness presentations for classes, residence halls, fraternities and sororities, etc.
- Serve as a graduate advisor for a student group, Student Wellness Network
- Coordinate and plan various wellness awareness events such as National Collegiate Alcohol Awareness Week.
- 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.
- 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.
- Facilitate the alcohol education course (Perspectives) in collaboration with the Counseling Center. This is a three hour course that takes place and average of once a semester. Hours vary for times the course is offered.
- Assist with the development, implementation, and evaluation of educational workshops for faculty, staff, graduate students, and student leaders.
- Opportunity to implement, collaborate on, and write grants. The Wellness Connection houses several grant projects and is always investigating more grant opportunities. The potential for grant writing exists within this position.
- 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.
- Work with student employees and interns on a variety of initiatives and tasks, including preparing for programs and managing peer education presentation kits.
- 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, Attendance at SEB and SDL events is required. Most events are hosted in the evening and some weekends.
- Attend professional and student staff meetings.
- Assist in evening supervision of the SRC in the absence of professional staff once a week. Hours are typically from 6-10pm one night a week.
- 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:

- Acceptance into BGSU Graduate College Degree program
- (Preferred) CPR/FA & AED certified
- Business casual dress

Student Recreation Center
1411 Ridge Road
Bowling Green, OH 43403-0146
419-372-2000 (tel)
419-372-8454 (fax)

Perry Field House
801 N. Mercer Road
Bowling Green, OH 43403-0028
419-372-9900 (tel)
419-372-8044 (fax)

Forrest Creason Golf Course
1616 E. Poe Road
Bowling Green, OH 43403-0034
419-372-2674 (tel)
419-372-1230 (fax)

Supervision:

- Supervised by the Director of the Wellness Connection, Dr, Faith Yingling

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

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