POSITION DESCRIPTION

STUDENT WELLNESS GRADUATE ASSISTANT

General Responsibilities
The Student Wellness Graduate Assistant (SWGGA) is a graduate student (pre-professional) position within Student Wellness. This position will support the cluster of Student Wellness courses, programs, and services focused on student success and the general health and wellness of RIT’s student body. The seven dimensions of wellness promoted to our students include: career/academic, emotional, environmental, financial, physical, social, and spiritual.

Working with the Assistant Vice President and Associate Director of Student Wellness, the SWGA will provide direct leadership and supervision to the Student Wellness Ambassador Team (SWAT), assist with departmental programming, and support social media and marketing efforts.

Major Responsibilities

1. Direct the SWAT program including; recruiting, training, planning, promotion, implementation, and evaluation of the peer educators
   a. Responsible for guiding the program’s innovative leadership model of four Lead Student Wellness Ambassadors directing smaller active teams
   b. Achieve an operational understanding of the program’s subject areas of focus, including: Alcohol, Tobacco, and Other Drugs (ATODs), Mental Health, Sexual Health, and Sustainability and the Environment
   c. Provide insightful administration of the program
   d. Plan and lead staff meetings and provide documentation as directed
   e. Attend and provide support for SWAT programs
   f. Create an inclusive, and welcoming environment for all student participants

2. Provide assistance with evening and weekend programming
   a. In collaboration with the professional staff, present commonly requested programs (for example, “The Pour” with K. Pelc, ATOD Counselor)
   b. Assist in the Development of programs to meet RIT specific needs identified by the NCHA
   c. Encourage and support SWAT and professional staff program collaboration
3. Promote and support Student Wellness courses, resources, and services
   a. Acquire the ability to promote RIT campus and Student Wellness Department resources and make appropriate service referrals for students
   b. Become familiar with the courses offered in the Wellness Instructional Program
   c. Participate in the creation and implementation of a marketing campaign using strategies to appeal to the RIT student population and greater community
   d. Perform other tasks as directed in support of the departments objectives and goals

Knowledge of Microsoft Office, Illustrator, Photoshop, Social Media, Interpersonal Communication, Leadership and Organizational Skills, Health Promotion, Human Sexuality, and Drugs and Alcohol Education is preferred

Reports to:  Donna Rubin, Assistant Vice President of Student Wellness
            Timothy Keady, Associate Director for Student Wellness

If you have any questions regarding this position, please contact tckshc@rit.edu

Compensation & Terms
   Twenty (20) hours per week (including some weekend and evening hours)
   Schedule will be determined in conjunction with the Associate Director
   Nine (9) month position from August/September 2015 – May 2016
   Renewable on an annual basis by mutual consent
   Non-RIT students are only eligible for graduate assistantships for one academic year
   Hourly wage of $ 12.50 per hour