Graduate Assistant
Wellness Promotion: Health Promotion Graduate Assistant
Northern Illinois University

**Wellness Promotion:** Wellness Promotion is the health promotion department within the Division of Student Affairs & Enrollment Management at Northern Illinois University. Wellness Promotion offers a variety of programs and services focused on student health and academic success. Located in Chick Evans Field House, Wellness Promotion provides a large selection of health-related materials, help with personal health issues, and health information for class projects or student organizations.

**Department Mission:** Wellness Promotion provides essential health promotion initiatives that are designed to enhance the educational experience of students; staff facilitates opportunities that empower students to make healthy lifestyle and socially responsible choices, and advocates for health-promoting policies and conditions that result in a healthier campus community.

**The Position:** This full-time (20-hour) Graduate Assistant will report to a Health Educator and is responsible for assisting with general coordination and presentation of health promotion services, resources, marketing and promoting WP services, and programs, along with other duties as assigned.

**Responsibilities:**

- **Topic Areas:** The Graduate Assistant will be trained on the following health topic areas: alcohol use, sexual health, sleep management, stress management, interpersonal violence prevention, positive bystander behavior, and substance use. The Graduate Assistant will also be trained to conduct Brief Alcohol Screening in College Student (BASICS) sessions.

- **Written Communication:** Create and design flyers and newsletters, and health articles (e.g., Student Health 101, Residence Hall Association publication, Student Involvement & Leadership Development's Family Connections newsletter, etc.) and other print media for Wellness Promotion and other units within the Division. Communicate with professionals within the department, the Division, and the University through e-mail and memos. Assist with writing of outlines and assessments for initiatives.

- **Collaboration:** Work collaboratively with health educators, other professionals within Wellness Promotion and the Division, and faculty members to design, implement and evaluate health education programs (e.g., alcohol use, bystander training, sexual health, sleep, stress management, interpersonal violence, substance use, sleep, etc.).

- **Program Planning/Development:** Assist with the development, implementation, and assessment of marketing and outreach activities to increase the office’s visibility on campus, and other educational initiatives; assist with development and implementation of program planning goals.

- **Presentation Skills:** Assist health educators with presentations to students; develop, facilitate, and assess new health-related programs for students in classrooms, residence halls, or student organizations.

- **Assessment/Evaluation:** Assist staff with a variety of assessment and evaluation initiatives related to planning goals, yearly surveys and instruments, including periodic surveys and assessments, mall-intercept questionnaires and other projects as identified.

Position number: #29199, #28136
• **Supervision**: Assist with the recruitment, training, supervision and scheduling of potential undergraduate interns and peer health educators.

• **Teamwork**: Assist with management of day-to-day operations of Wellness Promotion.

**Requirements:**

• Admitted to NIU’s graduate school and enrolled in a graduate course of study.

• Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, Public Health, Public Administration, or Communication. Candidates in a closely related field or discipline at Northern Illinois University will be considered.

**Qualifications:**

• Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds

• Excellent written and oral communication skills

• Good organizational skills

• Computer proficiency

• Ability to work occasional evening and weekend hours

• Ability to work independently and meet deadlines

**Salary/Compensation for a 9 month, 20 hours per week position include:**

• Start Date: **August 16, 2016**

• Salary: **$1000 per month**

• Housing in residence hall: **no**

• Meal Plan: **no**

• Tuition: Full tuition waiver (excluding student fees, which are approximately $1000 per semester, any off campus fees, and the cost of books)

• Other Benefits: **no**

**Contact Information:**

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