

University of Northern Iowa

Student Health Clinic

Position Title: Graduate Assistant for Student Health

Reports to: Angela Meeter, Associate Director of Student Health and Wellness
angela.meeter@uni.edu, 319-273-3423

Terms of Employment:

- For the fall semester, 20 hours per week, beginning August 23, 2021 and ending December 15, 2021.
- For the spring semester 20 hours per week, beginning January 24, 2022 and ending May 13, 2022.

Compensation:

- Graduate Assistantship stipend is \$2,697.50 for half-time and \$5,395.00 for full-time per semester and may be prorated depending on start date.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures:
<http://www.grad.uni.edu/assistantships/>

Position Duties:

- Perform a range of administrative and program support activities and services to assist in the efficient operation of the Student Health Clinic's role and responsibilities in collaborative efforts with health awareness, wellness, education, and outreach with other UNI departments.
- Creating, planning, and often collaborating with other departments on innovative educational and participatory activities, including but not limited to: resource and information tables and awareness-raising events with priority focus placed on issues that significantly impact student health and wellness (stress management, sexual health, eating well, sleep, alcohol and other drugs prevention, etc.)
- Assisting as needed in developing and implementing health related programs for the student body, including, but not limited to:
 - Researching health topics
 - Creating interactive activities for programs
 - Reviewing and updating presentations on various health and wellness topics
 - Presenting health related program information in a variety of settings (classroom, residence hall, etc.) and with various target populations (small or large, sororities/fraternities, student organizations, first-year students, international students, etc.)

- Actively participating in Wellness Coaching training and providing one-on-one coaching for students.
- Developing and carrying out marketing, promotion, and advertising of programs and events as needed.
- Participating in committee/departmental meetings for purposes of program planning and development.
- Assisting with program assessment as needed.
- Engaging in division and university-wide professional development opportunities.
- Assist with gathering, entering, calculating and documenting data from surveys, evaluations, quality improvement studies for the clinic, etc.
- Develop or revise forms/templates as needed.
- Assist with marketing and promotion of health related activities, campaigns, events and social media postings.
- Other duties as assigned.

General Qualifications:

- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- Have an official transcript on file in the Office of Admissions.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Must meet UNI's employment eligibility.
- Ability to be self-motivated, independent problem-solver, and to conduct oneself in a highly professional and ethical manner.

Preferred Qualifications:

- B.A. degree in Public Health, Health Promotion, Family Services, Social Work or closely related field preferred.
- Seeking a M.A. degree in Postsecondary Education: Student Affairs, Public Health, School Counseling, Mental Health Counseling, Social Work or other closely related field preferred.
- Experience assisting with wellness program planning, marketing and implementation preferred.
- Strong interpersonal and organizational skills.
- Competent writing and oral communication skills, including public speaking.
- Working knowledge of Microsoft Word, Excel, and Powerpoint, basic graphic design programs (i.e. Canva), social media (i.e. Facebook, Twitter, Instagram), and Google applications.

Application Process and Deadline: To apply, submit the Assistantship application form and attach: a resume, 3 references (name, position, and contact information), a cover letter, and class schedule. Direct your application to Angela Meeter (angela.meeter@uni.edu). Applications received by August 20, 2021 will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.