WSU Health and Wellness Services
Health Promotion
Health Promotion Graduate Staff Assistantship
Academic Year 2020-2021

TITLE
Health Promotion Graduate Staff Assistant (MSS Liaison and culturally based outreaches)

APPOINTMENT STATUS
Graduate Staff Assistantship, 9 month, 20 hours/week (.50 FTE)
- Applicants must be able to start training on August 1st and will be paid hourly until the GA start date on August 16th

PAY (Based on qualifications, experience, and availability of funds)
2019-2020 academic year salary $14,449.50

HOURS
20 hours per week with availability Monday through Friday and occasional weekends.
- Applicants must have availability to do 4 outreach facilitation requests per week
- Ability to work on nights and occasional weekends is non-negotiable
- A draft copy of the student’s fall academic schedule is required at the interview and a confirmed academic schedule prior to hiring

FOCUS AREAS
This Graduate Staff Assistant position will work with programming initiatives and student involvement. This Graduate Staff Assistant will help oversee and implement health related programs that cover a wide variety of topics, including, but not limited to: general health, emotional health, mental health, substance use, and violence prevention

JOB DUTIES
1. Schedule and coordinate meetings, presentations, events and trainings.
2. Coordinate events and activities with campus partners.
3. Participate in training and certifications as required to perform job duties.
4. Provide prevention outreach sessions as part of Green Dot facilitation during Week of Welcome.
5. Provide support to volunteers and the holistic health peer facilitators
6. Ensure all programs follow WSU and Health and Wellness Services policies and procedures.
7. Provide culturally sensitive outreaches to campus groups regarding substance use/abuse and the related consequences (sexual assault, academic impacts, relationship difficulty, stress/anxiety, etc.) to MSS, United Greek chapters, and other groups on campus
8. Provide program coordination and outreaches to the MSS community and other cultural group.
9. Attend MSS peer mentor meetings, provide education & consultation to peer mentors, and maintain open hours on a weekly basis at MSS and other cultural centers.
10. In conjunction with HP Communications, develop and disseminate culturally sensitive and relevant substance use/abuse information through a variety of venues (outreach, brochure, bulletin boards, table displays, etc).
11. Support planning and implementation of program evaluations: collect data, conduct data analysis, research report generation, and assist with development of procedures for gathering and analyzing data.
12. Assist with special events and campaigns.
13. Other duties as assigned.

REQUIRED QUALIFICATIONS
- Full time enrollment in a graduate program at Washington State University - Pullman
- Ability to work with others in a team environment
- Ability to facilitate discussions with diverse audiences covering topics like sexual health, gender-based violence, suicide prevention, and alcohol/other drugs.
- Ability to work with a flexible schedule

PREFERRED QUALIFICATIONS
- Major area of student in a health profession (i.e. counseling, clinical counseling, etc).
- Experience providing outreach services to diverse student populations (e.g. sanctioned students, students of color, GLBT students, Greek community, international students)
- Excellent facilitation skills
- Excellent written, oral, interpersonal, and intercultural communication skills
- Proficiency with SPSS 18.0 and, at minimum, intermediate data analysis skills.

CLOSING DATE
Applications will be accepted until position is filled

APPLICATION INFORMATION
Please submit cover letter, resume, and all supporting documentation to contact persons.

Contact Persons:

Patricia Maarhuis: maarhuis@wsu.edu

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