



WESTERN KENTUCKY UNIVERSITY
Graduate Assistant: Health Education and Promotion

This position is responsible for assisting the Health Education and Promotion Program of Department of Campus Recreation & Wellness with the development, organization, implementation, evaluation and marketing of health promotion programs on a variety of health issues for the campus community. This will involve presenting various health issues to the campus community, attending meetings/committees with various campus departments. Group presentations are an integral part of the job function. This position reports to the Assistant Director, Health & Fitness

Responsibilities include but are not limited to:

- Actively lead in the development and implementation of wellness programs and events utilizing evidence-based framework.
- Organize and follow up with marketing efforts of various programs & health promotion services. To include, development of marketing materials, maintaining website, managing Health Education social media, seeking new ways to reach target populations.
- Independently seek creative new programming and ways to increase the visibility of the Health Education and Promotion program and the peer health education group.
- Recruit, enlist, and train peer health education volunteers, student employees and internship students.
- Develop and implement new ways of providing peer health education on campus
- Assist with keeping standardized materials, handouts, bulletin boards and fliers updated throughout campus, in Preston Center, and WKU Graves Gilbert Clinic.
- Provide topics and research-based information for the creation of the Stall Street Journal Publications
- Distribute and evaluate Stall Street Journal Publications
- Assist with the organization of the Health Education workspace, training room, storage room, and supply areas.
- Assist with updating and creating Health Promotion website pages (including health topics, surveys/polls, photo albums, etc.).
- Assist with the development of resources for students, clinical staff and academic departments for relevant and up to date health education materials and literature.
- Assist with survey data collection for program evaluations. Utilize this data for helping to develop evidence based programs.
- Work a flexible schedule as needed, including availability for presentations and meetings on nights and some weekends.
- Work with the Health & Fitness Lab, Nutritional and WellU® staff, specifically in collaborations for events and implementing Healthy Campus Initiatives
- Meet weekly with the health education and promotion team and as needed for effective communication, program progress, and updates.
- Adhere to daily office hours
- Serve as professional staff (rotating weekends) on duty for overall management and supervision of all staff, programs, and recreational sports facilities to include opening and closing facility and managing customer-related situations and emergencies.
- Assist full-time staff in presentation of various in-service programs.
- Assist with departmental special events.
- Perform other duties as assigned.

Minimum Training & Experience Required:

- Bachelor's Degree in Public Health, Health Education, Health Promotion, Community Health, Exercise Science, Student Affairs, Family and Consumer Science or a related field.
- Strong personal, organizational, motivational, communication, writing, and computer skills.
- Outstanding people skills, maturity and sensitivity to cultural, sexual, religious, and racial differences among people and cultures.
- Strong and effective public speaking skills.
- Strong ability to relate with a variety of populations, especially undergraduate students
- Health promotion and marketing experience.
- Proficiency with MS Office for reports, spreadsheet and data generation
- Independent focus and excellent organizational/time management skills.

Preferred Qualifications:

- Experience creation of education and marketing materials, website maintenance (OU Campus) for marketing materials, updating and editing site content.

Graduate School Requirements:

- Bachelor's Degree from an accredited four year institution.
- Graduate admission requirements vary by program.
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive graduate assistantship, stipend, and tuition waivers.

Stipend and Tuition:

- \$9,500 Stipend (August – May)
- Out of State Tuition Waived
- Tuition Waiver (6 hours during the fall and spring semesters)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

Graduate Assistant training begins August 3, 2020.

Commitment:

- 2 Year Appointment

To apply, send a cover letter, resume, and two professional letters of recommendations to:

Contact:

Alissa Arnold
Assistant Director, Health & Fitness
Western Kentucky University
Preston Health & Activities Center
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