



**Western Kentucky University  
Position Description  
Title: Graduate Assistant, Student Wellness**



**Purpose of Position:**

Responsible for assisting with the Student Wellness Program, “WellU®” of the Intramural-Recreation and Sports Department with the managing, evaluating, and promoting the student wellness incentive program. This position will work with various members of the Health & Fitness Lab and Health Education & Promotion staff to administer this program. This position reports to the Assistant Director, Health & Fitness.

**Primary Duties & Responsibilities include:**

- Assist with the development and implementation of a marketing plan for the student wellness incentive program, WellU®.
- Initiate regular communication with various campus student organizations and departments.
- Update and maintain the web content of the WellU® program.
- Prepare and present the student wellness program to academic classes and student groups as arranged/requested.
- Communicate to WellU® participants through the student wellness e-mail and social media accounts.
- Plan, implement and evaluate an event/program to provide a sense of community for WellU® participants.
- Compile and report on program participation and evaluation data.
- Assist with the coordination of the Annual Student Health Fair.
- Recruit, enlist and train student workers, interns or volunteers for the WellU® program.
- Initiate timely and necessary communication with the Assistant Director, Health & Fitness on any relevant issues.

**Secondary Duties & Responsibilities:**

- Assist with program research needs.
- Attend events and programs that are partnered with the student wellness program, WellU®.
- Serve as a professional staff (rotating weekends with other graduate assistants) 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.
- Perform other related duties as assigned by the Assistant Director, Health & Fitness
- Assist with necessary departmental and Health & Fitness Lab office duties as required.

**Minimum Training & Experience Required:**

- Bachelor's Degree in Public Health, Health Education, Health Promotion, Exercise Science or related field.
- Strong interpersonal, motivational, and communication skills.
- Health promotion and marketing experience.
- Excellent writing and computer skills.
- A willingness to learn.
- An independent focus on personal health & fitness.

**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 (9 hours during the fall and spring semesters)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

**Eligible candidates must be available to begin work no later than August 1, 2019.**

**Commitment:**

- 2 Year Appointment

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

**Contact:**

Alissa Arnold  
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Western Kentucky University  
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