

Job title	<i>Wellness Graduate Assistant</i>
Reports to	<i>TBD, Coordinator of Student Wellness/Galen Martin, Coordinator of Employee Wellness</i>

Job purpose

The purpose of this position is to assist coordinators with planning, implementing, presenting, and evaluating new and existing programs.

Duties and Responsibilities

- Coordinate programs, events, trainings, and other duties as assigned.
- Assist in development and implementation of a peer education wellness program.
- Assist in development, implementation, and presenting wellness education information/programs to MSU students, employees, organizations, and departments.
- Research and implement regular educational programs and initiatives (i.e., nutritional and well-being workshops, alcohol awareness, sexual health).
- Ensure that instructional materials and participant hand-outs are provided to reinforce presentations and initiatives.
- Assists with market research for existing and proposed programs to offer innovative ideas and concepts (i.e., social media)
- Maintain professional communication with campus stakeholders and entities through in-person contact and email.
- Ability to attend and contribute to committees and meetings.

Qualifications and Skills

Required:

- Related undergraduate degree or experience.
- Working knowledge of Microsoft Office, Google product, and social media platforms
- Steadfastly pushes self for results; initiative-taking with the ability to effectively prioritize and execute tasks with minimal supervision.
- Willingness to learn new skills and apply new knowledge quickly.
- Experience in presenting and/or teaching wellness topics or similar areas.
- Acceptance into Degree Seeking Graduate Program

Preferred:

- Experience using canva® or related graphic design website.
- Comfortable with public speaking or presenting health materials.

Working conditions

20 hours/week. Hours vary depending on student's availability and program requirements. Some weeknights or weekends are required. The Graduate Assistantship is a 9-month appointment. The graduate student will be evaluated based on their work and job performance. Professional behavior and attire required.

Non-Discrimination Statement

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the Title IX Coordinator, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, TitleIX@missouristate.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, Springfield, Missouri 65897, equity@missouristate.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

Applying

Send current Resume and [MSU Graduate Assistantship Application](#) to EmployeeWellness@MissouriState.edu. First date of consideration February 17, 2023