GA for Integrative Wellness *(anticipated position pending 2020-21 funding)*

Health & Wellness
Division of Student Affairs

**Position Overview**
*Anticipated for the 2020-21 academic year based on pending funding*, the Graduate Assistant for Health & Wellness is primarily responsible for assisting the Integrative Wellness Manager with the supervision of the Wellness Ambassadors (student staff), and planning and implementation of wellness programming. This is a full-time position and Master’s level students are welcome to apply.

**Department Mission**
Health & Wellness is committed to optimizing the wellbeing of our community. We promote flourishing and resilience while serving with compassion, dependability, excellence, and fairness.

**Position Type**
- ☒ Masters Level
- ☒ Full-time (20 hours/week)
- ☐ Doctoral Level
- ☐ Part-time (10 hours/week)

**Compensation / Benefits (**PENDING FUNDING**)**
- This assistantship qualifies a full-time student for the Virginia in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

**Position Elements**

| ☒ | Mostly 9 a.m. -5 p.m. work | ☐ | Occasional night/evening work |
| ☒ | Frequent night/evening work | ☒ | Weekend work: Sometimes |
| ☒ | Selection of student workers | ☒ | Supervises / evaluates student workers |
| ☒ | Frequent student interaction | ☒ | Leads training sessions for students |
| ☒ | Advises individual students | ☐ | Advises student organizations |
| ☐ | Budget management | ☒ | Event/program management |
| ☐ | Individual work space | ☒ | Shared work space |
| ☒ | Independent work | ☒ | Collaborative / group work |
| ☒ | Conference/workshop funding available | ☒ | May take internship at same time as GA, up to 9 hours with Dean permission |
| ☒ | Opportunity for committee work | ☒ | Opportunity for summer employment |
Job Responsibilities

- **Operations:** Assist with the daily operation of the McLeod Tyler Wellness Center including calendar scheduling and coordination of student employees to ensure front desk coverage.
- **Selection of Wellness Ambassadors:** Assist with the application initiation and hiring process of the Wellness Ambassadors (student staff) to include: selection, interviewing, training and development.
- **Programming and Events:** Planning, implementation and evaluation of Health & Wellness initiatives, programs, and special events to include speaker contact, event development, room scheduling. Work with Admin Coordinator when necessary.
- **Health & Wellness Outreach:** Collaborate with a wide-range of offices/departments and student organizations to optimize access of resources to the campus community.
- **Marketing and Communication:** Assist with marketing and communication initiatives, web development, and mobile presence.
- Refine the Wellness Ambassador training curriculum
- Other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Prior experience with health and wellness programming or peer education is strongly preferred.

Learning Outcomes

- Gain understanding of the Health & Wellness Thematic Area of Student Affairs and the greater environment of Higher Education.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Gain experience in student supervision, including - recruiting, training, and evaluating.
- Develop self-awareness and connection of personal values to professional goals.

Office Contact

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Interested applicants are welcome to contact the office contact with any questions.