**Student Health Services**

**Supervisor:** Renee Bateman  
**Position:** Health Promotion Graduate Assistant

**Job Requirements:**  
- Candidates must have unconditional acceptance in a Master’s Degree program at SRU and be enrolled for nine graduate credits  
- Candidates must exhibit an interest in health and wellness and an understanding of developmental issues affecting a diverse student population  
- Previous knowledge or experience in training development, group process and programming or event planning are expected

**Job Description:**  
The mission of the Student Health Services is to enhance the educational process by providing quality health care and promoting an optimal level of health and wellness among the student body. The office of Health Promotion designs, implements and facilitates a rigorous inclusive outreach program addressing health related issues for college aged students to support their student success and retention. These programs may include but are not limited to: general health and wellness issues; alcohol and other drug (AOD) use; bystander intervention; sexually transmissible infections/safer sex including HIV disease; contraception; self-esteem; sexual violence; mental health promotion and others.

**Job Functions/Responsibilities:**  
- Advise the HOPE (Healthy Outreach Through Peer Education) peer education team  
  - Develop and implement training for peer educators  
  - Assist with the development and marketing of peer education programs  
  - Maintain all HOPE peer education accounts  
  - Plan/Conduct meetings:  
    - Peer staff meetings  
    - One-on-one weekly sessions with each peer  
  - Coordinate the schedule for peer educators and HOPE programs  
  - Monitor and evaluate performance of peer educators  
  - Assist in all aspects of assessment (this includes: measuring student learning outcomes)  
  - Represent the Office of Health Promotion at meetings and programming when necessary  
  - Prepare annual reports and CQI (continuous quality improvement) reports  
- Assist with the design and implementation of evidenced informed health promotion initiatives that support student success while utilizing campus and community resources.  
- Serve as chairperson of Student Health Advisory Board (SHAB)  
- Manage the Health Education resource supplies  
  - Monitor use and update files as needed  
  - Assist students/staff with resource location and sign-out procedure  
- Manage operation of the Protection Connection  
  - Inventory control  
  - Publicity and marketing  
  - Prepare annual reports  
- Assist the Coordinator of Health Promotion with all facets of health promotion and prevention
**Desired Qualifications:**

- Demonstrates high competency in using Microsoft office products
- Excellent written and oral communication skills
- Exceptional organizational skills

**Graduate Student Outcomes:**

- **Leadership**
- **Collaboration** - student will learn how to work cooperatively with other campus programs/office to maximize resources
- **Management** - student is responsible for managing a student staff (12-16 students) in the office and in programming aspects (scheduling peer education programs, etc)
- **Program Coordination** - development and implementation of campus-wide health promotion campaigns
- **Communication Skills** - effective communication, both written and oral; facilitation skills; negotiation skills; public speaking skills

**Appropriate SRU Graduate Majors:**

- Public Health
- Student Affairs
- Counseling
- Exercise and Wellness Promotion
- Education
- Other

**Supervisor’s Expectations:**

- 17.5 hours per week, preferably four hours per day, Mon-Fri hours. Will be flexible if Saturday or Sunday hours are necessary.
- Confidentiality - working for Student Health Services demands absolute confidentiality by staff. Any violation will result in termination of assistantship.
- Punctuality and reliability are expected.
- Work diligently and as independently as possible.
- Maintain honest, open communication with supervisor.

**Contact Information:**
Submit a letter of application, resume, and the names and phone numbers of three references to:

Renee Bateman, MPH, CHES
Student Health Services
Slippery Rock University
204 Campus Drive
Slippery Rock, PA 16057
(724) 738-4206

In addition, candidates must complete a Commonwealth of Pennsylvania application for employment form available on-line at [http://www.sru.edu/admissions/graduate-admissions/graduate-assistantships](http://www.sru.edu/admissions/graduate-admissions/graduate-assistantships) or from the Graduate Office in North Hall. Slippery Rock University is an equal opportunity and affirmative action employer who is building a diverse academic community. Minorities, women, veterans, and persons with disabilities are encouraged to apply.