

Graduate Assistant - Student Wellness Program

Position Title: Graduate Assistant for Wellness and Resilience Program

Department: Title III

Position Type: Part-time, 20 hours per week

Position Overview:

The Graduate Assistant for the Wellness and Resilience Program will play a crucial role in fostering a supportive community for graduate students through mindfulness and mindset events. This position will assist in planning, coordinating, and executing program activities to build resilience among students. The ideal candidate will be a proactive and organized individual with a passion for wellness, mental health, and student support.

Key Responsibilities:

1. Facilitate Mindset Sessions:

- Organize and facilitate three one-hour mindset sessions each semester with expert guest speakers.
- Develop session outlines, materials, and activities in collaboration with experts.
- Assist in managing logistics, including venue booking, technology setup, and materials preparation.

2. Program Planning and Coordination:

- Collaborate with the program coordinator to develop a detailed schedule and plan for all events and activities.
- Communicate effectively with guest speakers, ensuring they have all necessary information and materials.
- Coordinate and manage event logistics, including catering, room setup, and technical support.

3. Campus Walking Program:

- Lead and coordinate the campus walking program, encouraging student participation and engagement.
- Design routes, set schedules, and promote the program through various channels.

- Track attendance and gather feedback to improve future sessions.

4. Marketing and Communication:

- Design and distribute promotional materials such as flyers, posters, and social media content.
- Develop and execute a weekly email campaign to keep students informed and engaged.
- Manage program social media accounts and create engaging content to build an online community.

5. Program Evaluation:

- Create and distribute surveys to gather feedback from participants after each event.
- Facilitate focus groups with students to evaluate program effectiveness and identify areas for improvement.
- Compile and analyze data to provide insights and recommendations for future programming.

6. Community Engagement:

- Foster a sense of community among participants by organizing informal meet-ups and networking events.
- Encourage peer support and collaboration among students to build resilience and connection.
- Develop partnerships with other campus organizations and departments to enhance program offerings.

7. Administrative Support:

- Maintain accurate records of program activities, attendance, and participant feedback.
- Assist with budget management and financial reporting for program expenses.
- Provide administrative support to the program coordinator as needed.

8. Additional Tasks:

- Develop and maintain a resource library of mindfulness and resilience materials for students.
- Assist in developing workshops or seminars on related topics such as stress management and work-life balance.
- Help organize wellness challenges or competitions to encourage student participation and engagement.

Qualifications:

- Currently enrolled as a graduate student at TSU.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Passion for wellness, mental health, and student support.
- Ability to work independently and collaboratively in a team environment.
- Experience with event planning, marketing, or program coordination is a plus.
- Proficiency in Microsoft Office Suite and social media platforms.

Benefits:

- Gain valuable experience in program development and student support.
- Opportunity to network with experts and professionals in the wellness field.
- Flexible work schedule to accommodate academic commitments.
- Contribute to the well-being and resilience of fellow students.