Graduate Assistant Position Description

Title: Graduate Assistant

Department: Center for Health Promotion

Program: Peer Health Education (PHE) Program

Supervisor: Health Promotion Specialist

Weekly Hours: 15

Stipend: $25.23 per hour for the appointment term, paid bi-weekly

Appointment Term: August 13, 2018 – May 24, 2019

This is an academic year appointment including winter session and spring break.

Periods of Non-Responsibility: N/A

Appointment Renewal: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Student Affairs and Campus Life (SACL)

Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant’s professional goals. It is within this context that SACL makes this assistantship available.

General Summary of Position

The Graduate Student hired for this position will work directly with the Peer Health Education program, assisting the Program Director. The PHE program is an undergraduate internship over two sequential semesters. The overarching goal of this program is to promote campus health and wellness through education, connection and advocacy. Various campus initiatives are put forth throughout the course of this program. PHE interns also assist with programs and initiatives sponsored by The Center for Health Promotion (CHP).
**Typical Duties and Responsibilities**

1. Assist with administering and implementing the six-credit Peer Health Education internship. This includes assisting with training and supervising peer health educators; assisting with first and second semester peer education meetings; acting as a resource person to peer educators; and assisting with special programs and assignments as necessary.

2. Assist in the design, implementation and evaluation of the PHE program, training sessions and materials for CHP.

3. Observe interns’ work as peer wellness coaches and provide support and feedback.

4. Observe interns’ outreach work and provide support and feedback.

5. Assist with maintaining Moodle, an online learning platform (e.g. read and respond to posts, create prompts, create/upload files or folders, etc.).

6. Assist in tracking attendance, as well as overall progress of students.

7. Attend in-service trainings and meetings; attend regular graduate assistant meetings with supervisor.

8. Assist in development of culturally relevant educational programs and materials.

9. Co-facilitate weekly intern meetings to support a student-involved style of meeting.

10. Work collaboratively with other offices on campus.

11. Maintain ethical and professional confidentiality as well as sensitive regard for cultural and lifestyle differences.

12. Staff and assist with special outreach projects.

13. Other duties as assigned.

**Compliance Requirements**

Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).
Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

**Minimum Required Qualifications**

1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student enrolled in a degree program in public health, education or other closely-related human relations profession. Visa status must permit campus employment.
6. Prior work experience with health promotion, health education and/or community programs including development, implementation and evaluation.
7. Experience providing constructive and supportive feedback on projects and individual participation. Prior supervisory experience preferred.
8. Working knowledge of community organization, group dynamics and facilitation, health promotion, student development, and social justice principles and techniques.
9. Ability to work effectively with a diverse population of students, staff and campus community members. Diversity includes, race, gender, culture, nationality, sexual orientation, gender expression, class, ability and other identities.
10. Working knowledge of the intersection of health and the dynamics of discrimination and bias as they relate to race, gender, class, culture, nationality, sexual orientation, gender expression, ability and other social identities.
11. Ability to be creative, take initiative and be flexible.
12. Available to work some evenings, occasional weekends and maintain scheduled daytime office hours.
13. Knowledge of the UMass Amherst community (student groups, Student Affairs and Campus Life, etc.) preferred.
14. Ability to organize work, complete tasks in a timely manner, collaborate, perform routine supportive tasks such as scheduling and recordkeeping.

**Compensation and Benefits**

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement ("Contract") with the Graduate Employees Organization ("GEO") in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

Some assistantships may receive additional compensation reflecting specific requirements of the assistantship. In the case of this assistantship, the following additional compensation is provided: N/A

Collective Bargaining Agreement
Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement ("Contract") with the Graduate Employee Organization ("GEO"), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at: http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17%20vfsigned.pdf

Academic department approval required to qualify for tuition waiver and benefits. Position will remain open until filled.

Please send résumé and cover letter to April McNally, MPH, Program Director, amcnally@umass.edu or via mail at Center for Health Promotion, 347 UHS, University of Massachusetts, Amherst, MA 01003