



UNIVERSITY OF MASSACHUSETTS
AMHERST

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Vice Chancellor for Student Affairs
and Campus Life

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Graduate Assistant Position Description

Title: Graduate Assistant

Department: Center for Health Promotion

Program: Not Ready for Bedtime Players & Student Wellness Advisory Board

Supervisor: Tommy Claire, Health Promotion Specialist

Weekly Hours: 20

Stipend: \$30.33 per hour for the appointment term, paid bi-weekly

Appointment Term: Academic Year August 27, 2019- May 26, 2020

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 Not Ready for Bedtime Players (NRBP) is a sexual health promotion and social justice peer theater troupe which performs in residence halls, Greek areas, and at campus events. This position involves recruiting, selecting and training students on health and wellness-related issues as well as theatrical techniques. An additional component of the position is managing the social media presence of the troupe and creating multimedia content about troupe activities for various platforms: YouTube, Facebook, Twitter, etc.

The Student Wellness Advisory Board Graduate Assistant is responsible for developing, coordinating, evaluating a strategic student engagement plan and directly oversees student advisory council. Assists with general administration as needed for student outreach and engagement, as well as student centered health promotion programming.

Typical Duties and Responsibilities

1. Assist with recruiting, training, and supervising student NRBP members on behalf of the Troupe Director and the Center for Health Promotion.
2. Coordinate and implement weekly rehearsals/trainings and two all-day rehearsals/trainings.
3. Assist in the development of written, visual, and multimedia materials including video and social media content; coordinate advertising materials and promotion activities.
4. Assist in the development of culturally-appropriate educational programs and materials.
5. Assist with data entry and statistical manipulation of program evaluations. Prepare semester reports of program activities and program evaluations.
6. Attend in-service trainings and meetings as well as attend weekly meetings with supervisor (Troupe Director).
7. Available to conduct evening programs and maintain scheduled daytime office hours.
8. Provide wellness and sexuality information and/or referral services, as needed.
9. Maintain ethical and professional confidentiality as well as cultural competency.
10. Staff and assist with special Center for Health Promotion outreach projects, including social media.
11. Work collaboratively with Center for Health Promotion staff and Student Affairs and Campus Life offices including but not limited to Residence Life, UMass@UMass, New Student Orientation, and others.
12. Conduct needs assessment for student engagement across Wellness Cluster- identify points of access for student feedback, as well as structural assets and barriers for student input.
13. Conduct needs assessment for student health topics to inform Wellness Cluster initiatives, media/communication strategic plan and special population areas to address health disparities.
14. Plan, design, implement and evaluate student advisory committee according to Higher Education best practices.
15. Incorporate social justice concepts and principles into health promotion and student engagement practices.
16. Plans, implements and evaluates student advisory council meetings.
17. Develops structure and institutionalizes programming for the function and longevity of the program.
18. Establish accessible referral protocols for undergraduate students seeking Wellness Cluster services.
19. 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.

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

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%20vsigned.pdf>

Please send cover letter and resume to:

***Tommy Claire, MPH
athom1@umass.edu***