

## Employee Assistance and Wellness Office

928-523-1552

[nau.edu/eaw](http://nau.edu/eaw)

### Employee Assistance and Wellness

#### Graduate Service Assistant Position Description and Application Information

**August 22, 2022, to May 12, 2023**

**This is a 10-hour GAship; benefits include \$6000 stipend and 50% tuition remission for the academic year.**

**Closing Date:** *Review of applications will begin immediately and will close Tuesday, July 5, 2022.*

#### Position Description

**Traits that may contribute to success in working with EAW wellness programs:**

*Compassionate, friendly, patient, mature, collaborative, interest in working with the diverse population of employees, interest in plant-based nutrition, mindfulness, fitness, emotional health. Comfortable working within a counseling department with strict confidentiality policies and guideline.*

**Required skills:** *Experience developing and posting content to websites/platforms. Ability to work remotely.*

#### Other Requirements:

- *The candidate must have/maintain a 3.0 GPA, be admitted to a degree program, and not have any incomplete, D or F grades.*
- *MPH/Health Promotion or Nutrition student preferred.*
- *Other requirements as stipulated by the Graduate College.*

#### Programs/Projects:

1. Assist with marketing and evaluating EAW wellness programs:  
Including but not limited to designing and posting content to EAW website/s, creating marketing content, posting information to NAU events calendar and other appropriate channels, monitoring registration/participation, creating and sending program evaluations, reviewing evaluations/report findings, updating department spreadsheets with participation numbers.
2. Assist with the HealthyU program:  
Including updating website and promotional materials, beta-testing portal, addressing employee questions/requests, developing and interpreting participant surveys, attending meetings with Blue Cross/Blue Shield of Arizona representatives.



4. What do you like about NAU?

*Revised June 2022*