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.
3. Attend and staff EAW and NAU events:
   Including Fruits and Veggie RX, vaccine clinics, biometric screenings (if relevant), HealthyU walks and activities, wellness committee meetings, Employee Mixer and/or lunches, etc.

4. AZ Department of Administration/Health Impact wellness Program (HIP) collaboration:
   Including developing strategies to support both the wellness incentive programs (HealthyU and HIP).

5. Aerobic Winter Challenge:
   Serve as worksite coordinator for NAU including promoting team leader volunteer opportunities and registration, organizing registration materials, collecting reports, distributing prizes and newsletter, attending AWC events, including worksite coordinator meetings.

6. Assist with tasks associated with sustaining and advancing EAW’s Healthy Arizona Worksite Program status and advancement of goals.

Application Information

Name:

Email:

Phone number:

Degree/emphasis:

Please answer the following questions. Limit your responses to 300 words or less for each question. In addition to responding to the following four questions, include a cover letter and resume and submit your application to ask-eaw@nau.edu.

1. What interests you about this position?

2. Describe two important aspects of employee wellness.

3. What do you feel is the role of public health in the workplace?
4. What do you like about NAU?

Revised June 2022