

Employee Assistance and Wellness Office

928-523-1552

ask-eaw@nau.edu

nau.edu/eaw

Employee Assistance and Wellness

Graduate Service Assistant Position Description and Application Information

August 28, 2023, to May 10, 2024

This is a 10-hour Graduate Assitanship; benefits include \$6000 stipend and 50% tuition remission for the academic year. Review of applications will begin immediately and will close May 5th, 2023.

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 guidelines.

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 coordinating and evaluating EAW wellness programs:

Including monitoring registration/participation, creating and sending program evaluations, reviewing evaluations/report findings, and updating department spreadsheets with participation numbers.

2. Assist with marketing EAW wellness programs:

Including but not limited to designing and posting content to EAW website/s and social media, creating marketing content, posting information to NAU events calendar and other appropriate channels, and reviewing EAW's biweekly newsletter.

3. Assist with the Health Impact Wellness Program (HIP):

Including updating website and promotional materials, addressing employee questions/requests, developing and interpreting participant surveys, and attending meetings with Virgin Pulse (HIP) representatives.

4. Attend and staff EAW and NAU events:

Events may include Fruits and Veggie RX, vaccine clinics, biometric screenings, HIP events and meetings, wellness committee meetings, Employee Mixer and/or lunches, etc.

5. Aerobic Winter Challenge:

Serve as worksite coordinator for NAU including promoting team leader volunteer opportunities and registration, organizing registration materials, collecting reports, distributing prize notices and newsletter, attending AWC events, including worksite coordinator meetings.

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 are two things you like about NAU?

Thank you for your interest in this position! Please send completed application to ask-eaw@nau.edu