

## Employee Assistance and Wellness Office

928-523-1552

[ask-eaw@nau.edu](mailto:ask-eaw@nau.edu)

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

### **Employee Assistance and Wellness**

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

August 26, 2024 - May 6, 2025

This is a 10-hour Graduate Assistantship is for students enrolled in the MPH program (Health Promotion or Nutrition) and benefits include \$7500 stipend and 50% tuition remission for the academic year. Review of applications begins immediately and the position will close at 10 am on May 6, 2024.

#### **Position Description:**

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

*Collaborative, interest in working with the diverse population of employees, interest in plant-forward nutrition, mindfulness, fitness, emotional health, strong organizational skills and initiative. Comfortable working within a counseling department with strict confidentiality policies and guidelines.*

#### **Minimum Qualifications:**

- Bachelor's degree in a directly related health field.
- Ability to work 10 hours per week.

#### **Preferred Qualification:**

- Acceptance in the Master of Public Health Program (Health Promotion or Nutrition track).

#### **Required skills:**

- Demonstrated successful experience developing and posting content to websites and social media platforms.
- Demonstrated successful experience working with Microsoft programs, including Teams, Excel, and Word.
- Demonstrated experience with Zoom, Qualtrics, Tailwind, and WordPress software or strong initiative to learn these programs.

- Strong interest in assisting with various aspects of health and wellbeing programs for NAU employees.
- Ability to maintain strict confidentiality with everything observed in the Employee Assistance and Wellness department and a requirement to sign a confidentiality agreement.

### **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.

### **Graduate Service Assistant Programs and Projects:**

#### **1. Assist with coordinating and evaluating EAW wellness programs:**

Including posting programs to the EAW website, social media and NAU Events calendar, monitoring registration on Zoom platform, evaluating needs for additional marketing, creating and sending program evaluations through Qualtrics, reviewing evaluations, preparing Qualtrics reports and sharing them with presenter and supervisor. Keeping accurate and accessible files of surveys and all other documents and tasks associated with coordination and evaluation of wellness programs.

#### **2. Assist with marketing EAW wellness programs:**

Including designing and posting content to EAW website and social media (using Tailwind account during holiday periods to ensure consistency in social media posts), creating marketing content, posting information to NAU events calendar and other appropriate channels, and assist supervisor by reviewing EAW's biweekly newsletter for accuracy and checking all links for functionality.

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

Including updating the HIP page on the EAW website and other promotional materials, addressing employee questions and requests, developing, and interpreting participant surveys, and attending monthly meetings with Virgin Pulse, ADOA, and tri university representatives, if possible. Management of level 5 prize drawings, if available.

#### **4. Participate in EAW and NAU events:**

Events vary and may include Fruits and Veggie RX, vaccine clinics, biometric screenings, HIP events and meetings, wellness committee meetings, and occasional EAW staff meetings and retreats.

#### **5. Aerobic Winter Challenge:**

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

#### **6. Opportunities to work with all EAW staff:**

On occasion, there may be opportunities to assist other EAW staff with special programs and events, such as the Mindfulness Based Stress Reduction program, creating surveys for other departmental programs, developing registration systems for EAW programs and events, or other tasks.

### **Application instructions**

Submit the following materials to [ask-eaw@nau.edu](mailto:ask-eaw@nau.edu):

1. A current resume that includes contact information and two references.
2. Two examples of health or wellness-related social media posts or a webpage that you have created.
3. A cover letter that includes information on what interests you about this GSA position, how you manage multiple projects, your experience with the software experience listed under the Required Skills section on page 1, your thoughts on the role public health in higher education, and any additional information you would like to share with the hiring team.

Applications are due by 10 am on May 6, 2024.