

**2019-2020**  
**Work-life and Wellness Graduate Assistant**

**Job Description**

This position will provide support for HealthPoint Wellness and the Tobacco Free Campus Program. The HealthPoint Wellness Program is a part of Human Resources. The overall goal of the Tobacco Free Campus and Wellness Program is to improve the health and well-being of faculty and staff. We accomplish our mission through improving policies and the environment to make it easier to be healthy on campus. We also provide educational opportunities and wellness programs.

**Job Responsibilities:**

1. Assist with publicizing and leading PAT Facilitator Trainings
2. Develop strategies to engage and interact with campus community through social media channels
3. Participate in tabling and outreach events as needed
4. Attend and participate in Tobacco Free Campus meetings
5. Assist in building relationships with student organizations
6. Providing mentorship to the Peers Against Tobacco Ambassadors
7. Assist with administrative functions related to role
8. Coordinate logistics related to all HealthPoint events, meetings, and consultations with campus partners
9. Maintain records of all activities and archive materials
10. Other duties as assigned

**Required Qualifications:**

Must be enrolled as a graduate student taking at least 9 hours per long semester and *currently not employed at any other position on UT Austin Campus.*

**Preferred Qualifications**

1. Detail-oriented, consistent, and reliable work ethic
2. Currently pursuing a graduate degree in Public Health or related field
3. Previous experience working with higher education program development or closely related field
4. Previous experience working with bystander intervention
5. Comfort working with diverse groups of students, staff, faculty and administration.

**Terms of Employment**

**Pay Rate is \$11 hour.** Position runs from Spring 2019 – May 2020 with potential for continuing. **\*On-site training will be provided by Work-life and Wellness Manager\***