



POSITION DESCRIPTION
North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

1. Name of employee: 1a. Position #: 000101933		2. Empl ID #:	
3. Job Family Name: General Admin 3a. Job Family #: 880501		4. Functional Title: Health Promotion Graduate Assistant <i>(with emphasis in substance use education and overall student well-being)</i>	
5. Please check all that apply:			
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time (FTE%)
<input checked="" type="checkbox"/>	9 month position	<input type="checkbox"/>	10 month position
<input type="checkbox"/>	11 month position	<input type="checkbox"/>	12 month position 100%
<input checked="" type="checkbox"/>	Other: up to 20 hrs/week		
6. Institution: NDSU		7. Division: Student Affairs and Enrollment Management	
8. Department: Student Health Service		9. Unit: Student Affairs	
10. Mailing Address: Dept. 2842, PO Box 6050 Fargo, ND 58105-6050		11. Phone #: 701-231-7331	
12. Name & Title of Supervisor: Kimberly Heazlett, Health Promotion Coordinator			
13. What is the function of the department? To support the academic success of a diverse student population in an atmosphere of health and wellness through education and clinical services.			
14. What is the purpose of the position? Responsible for assisting the Health Promotion Coordinator with the development, implementation, and evaluation of prevention programming related to substance use education, mental health and suicide awareness along with overall well-being for NDSU students.			

Part A – 15. Duties/Responsibilities

Duty/Responsibility No:		1	Statement of duty/responsibility: Provide excellent customer (visitors, students, faculty, staff, and management) service and work effectively in a team environment.	
Percent of Time:		100%		
For ADA compliance, see instructions. Responsibility is:				
X	Essential	Secondary		

Tasks involved in fulfilling above duty/responsibility

1. Respect the value and creativity of all persons without regard to age, ethnicity, gender, mental and physical ability, race, religion or sexual orientation.
2. Provide care in a patient and compassionate manner.
3. Recognize obligations to others. Follow NDSU and SHS policies and procedures appropriately.
4. Provide prompt and efficient services.
5. Be courteous and respectful.
6. Establish and maintain strong, supportive, and positive working relationships with co-workers and customers
7. Present self as a positive role model.
8. Meet work schedule.

Duty/Responsibility No:		2	Statement of duty/responsibility: Assist with program design, implementation, and assessment to focus on substance use and overall student well-being.	
Percent of Time:		50%		
For ADA compliance, see instructions. Responsibility is:				
X	Essential	Secondary		

Tasks involved in fulfilling above duty/responsibility

1. Assist with the planning, implementation, and evaluation of theory-based and evidence-informed substance use education and student well-being strategies, programs, and services.
2. Deliver program presentations to a variety of faculty, staff, and students in various settings.
3. Serve as a co-advisor to Healthy Herd Champion peer education program.
4. Work collaboratively with other health promotion peer education programs.
5. Attend regular meetings with peer education programs.
6. Attend and participate in collaborative committee work as appropriate, including the Presidents Council for Campus Well-being.
7. All other duties as assigned by supervisor.

Duty/Responsibility No:		3		Statement of duty/responsibility: Marketing and media planning and design
Percent of Time:		45%		
For ADA compliance, see instructions. Responsibility is:				
X	Essential		Secondary	
Tasks involved in fulfilling above duty/responsibility				
<ol style="list-style-type: none"> 1. Development and design of communication marketing and media plans for Health Promotion, Student Health Service and President's Council of Campus Well-being (PCCW). 2. Assist with the PCCW Social Norming campaign, to include development of messaging, design of media strategy and marketing plan. 3. Understanding of social norm approach to behavior change. 4. Assist with management of social media. 5. Creative design and marketing strategies. 6. All other duties as assigned by supervisor. 				

Duty/Responsibility No:		4		Statement of duty/responsibility: Professional Development.
Percent of Time:		5%		
For ADA compliance, see instructions. Responsibility is:				
X	Essential		Secondary	
Tasks involved in fulfilling above duty/responsibility				
<ol style="list-style-type: none"> 1. Remain current with research and literature as it pertains to job responsibilities. 2. Maintain appropriate level of knowledge, skills, and judgment to provide competent services based on the needs of the population. 				

Duty/Responsibility No:		5		Statement of duty/responsibility: Work safely.
Percent of Time:		100%		
For ADA compliance, see instructions. Responsibility is:				
X	Essential		Secondary	
Tasks involved in fulfilling above duty/responsibility				
<ol style="list-style-type: none"> 1. Follow safety rules, help identify unsafe working conditions and stop co-workers who are working in an unsafe manner. 2. Complete mandatory education on an annual basis, i.e. Baseline Safety, fire safety, infection control (including blood-borne pathogens), sexual harassment, confidentiality. 				

PART B
Working Environment

EDUCATION/KNOWLEDGE REQUIREMENT			
REQUIRED EDUCATION/TRAINING		DEGREE INFORMATION:	
Less than high school diploma		Type of degree: Bachelor's degree required	
High school diploma or GED			
1 year college		2 years college	Major field of study or degree emphasis: Public Health, Education, Social Science, Marketing, Communication or other area related to defined responsibilities.
3 years college	X	4 years college	
1 st year graduate level			
2 nd year graduate level			Specialized subject knowledge: Public health strategies, substance misuse strategies, research experience
Minimum Qualifications: <ul style="list-style-type: none"> • Graduate Assistant must be admitted to a graduate program at NDSU • Must be in good academic standing and maintaining satisfactory progress toward degree • Successfully complete a criminal background check • Excellent written, oral and interpersonal communication skills • Ability to provide leadership and problem solving skills in analyzing health promotion needs of college students • Independent focus with good organizational and time management skills • Effective public speaking skills • Proficiency in Microsoft Office applications • Availability for possible evening and weekend presentations, events, and meetings 			
Preferred Qualifications: <ul style="list-style-type: none"> • Ability to demonstrate professionalism and serve as a strong leader and mentor • High detail orientation with the ability to manage projects independently • Understanding of both substance use education and overall student well-being along with a passion for marketing and design. 			
Terms of Employment: <ul style="list-style-type: none"> • Employment requires an average of twenty (20) hours per week. Evening/weekend hours may be required. • Appointment of position is through May 15, 2020 (with opportunity for annual appointment(s) based on performance and annual responsibility review). • The total stipend being awarded will be up to \$12,000 over a 9-month period provided your performance is acceptable and funding is available. The total stipend amount will be dependent on your actual start date. • The assistantship includes a graduate tuition waiver which will cover base rate tuition for graduate courses that are eligible for a tuition waiver. All other fees (differential tuition, student fees, and tuition for other types of credits taken will be the responsibility of the student). 			

Application Materials:

- Cover letter
- Resume
- Three professional references (names, addresses and phone numbers)

Submit application materials to:

Kimberly Heazlett CTRS
Health Promotion Coordinator

Student Health Service
North Dakota State University
Dept 2842, PO Box 6050 / Fargo ND 58108-6050
p: 701-231-5131 / f: 701-231-6132
kimberly.heazlett@ndsu.edu

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: <ul style="list-style-type: none">• Repetitive motion activities.
	Precautionary measure taken to avoid those unusual or hazardous working conditions: <ul style="list-style-type: none">• Ergonomic workspace• Natural keyboard/adjustable keyboard tray• Adjustable chair with arm supports• Telephone rest/cordless headset• Copy holder
	Frequency of occurrence of unusual or hazardous working conditions: <ul style="list-style-type: none">• Daily

PHYSICAL JOB REQUIREMENTS:

Employee is required, with or without accommodations to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hand dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop/kneel/crouch or crawl		X		
See				X
Talk or hear				X
Taste or smell			X	
Lift & Carry up to 10 pounds				X
up to 25 pounds			X	
up to 50 pounds		X		
up to 75 pounds		X		
up to 100 pounds	X			
more than 100 pounds	X			

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature

Date

Supervisor's Signature

Date