



POSITION DESCRIPTION
North Dakota University System

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

1. Name of employee: 1a. Position #: 00022579		2. Empl ID #:	
3. Job Family Name: General Admin 3a. Job Family #: 880501		4. Functional Title: Health and Wellness Promotion Graduate Assistant	
5. Please check all that apply:			
	Full Time		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	
8. Department: Student Health Service		9. Unit: Student Wellness	
10. Mailing Address: Dept. 5150, PO Box 6050 Fargo, ND 58105-6050		11. Phone #: 701-231-7331	
12. Name & Title of Supervisor: Emily Hegg, Health and Wellness Promotion Coordinator, Student Health Service			
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 and Wellness Promotion Coordinator with the development, organization, implementation, evaluation and marketing of health and wellness promotion programming and primary prevention for NDSU students.			

Part A – 15. Duties/Responsibilities

Duty/Responsibility No:		1	Statement of duty/responsibility: Provide excellent customer (visitors, students, faculty, staff, 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: Health and wellness promotion program design, implementation, and assessment.	
Percent of Time:		50%		
For ADA compliance, see instructions.				
Responsibility is:				
X	Essential		Secondary	

Tasks involved in fulfilling above duty/responsibility

1. Actively lead in the development and implementation of health and wellness program activities, awareness campaigns, presentations, and other campus outreach based on relevant health and wellness topics.
2. Assist with survey data collection for program evaluations and data analysis to develop evidence based programs.
3. Work collaboratively and serve as a co-advisor to peer education programs.
4. Attend regular meetings with peer education programs and Supervisor as needed for effective communication, program progress and updates.
5. All other duties as assigned by supervisor.

Duty/Responsibility No:		3		Statement of duty/responsibility: Health and wellness campus outreach and collaboration.
Percent of Time:		50%		
For ADA compliance, see instructions. Responsibility is:				
X	Essential		Secondary	

Tasks involved in fulfilling above duty/responsibility

1. Organize and follow-up with marketing efforts including development of promotion and marketing materials, managing social media accounts, create education content and timeline for student/staff/faculty listserv emails, and develop new ways to reach target populations.
2. Assist with the management of the Health and Wellness Promotion webpages.
3. Independently seek creative new programming and ways to increase visibility of Health and Wellness Promotion and the peer education programs.
4. Attend and participate in collaborative committee work as appropriate.
5. 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

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

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		Major field of study or degree emphasis: Health Education/Health Promotion, Public Health, or other area related to defined responsibilities.	
3 years college	X		
2 years college	4 years college		
1 st year graduate level		Specialized subject knowledge: Principles and practices of health promotion theory and evidence-based practice.	
2 nd year graduate level			
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/wellness 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"> • Typo3 or other CMS experience • Ability to demonstrate professionalism and serve as a strong leader and mentor • High detail orientation with the ability to manage projects independently 			
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 for a maximum of 2 years, with the 2nd year based on performance and annual responsibility review. • \$9,000 for a nine-month appointment and a full base NDSU tuition waiver (student is responsible for some associated fees and books) • Appointment begins August 1st 2017 (flexible) through May 15th 2018. 			
Application Materials: <ul style="list-style-type: none"> • Cover letter • Resume • Three professional references (names, addresses and phone numbers) 			

Submit application materials to:

Emily Hegg, MS, CHES
 Health and Wellness Promotion Coordinator

Student Health Service
 North Dakota State University
 Dept 5150, PO Box 6050 / Fargo ND 58108-6050
 p: 701-231-8560 / f: 701-231-6132
 emily.hegg@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