

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position**



Position Title:	Wellness Center Graduate Assistant
Type of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of St. Thomas
Institution Description:	Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.
Supervisor:	Birdie Cunningham
Department Description:	The Student Health Service and Wellness Center at the University of St. Thomas will be selecting one graduate student to serve as a Graduate Assistant for the Wellness Center. This position is responsible for assisting in the development and organization of health and wellness programs and outreach education for UST students. You will interact with a wide variety of groups and individuals, including students, faculty and staff. If selected, you will further develop your leadership, event and project planning and communication skills.

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p>Start Date: August – Flexible</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>The student chosen for this position will earn hourly wage commensurate with experience plus \$3,500 tuition assistance per semester. The position is 20 hours a week during academic semesters. Hourly work available in January and August.</p> <p>Payment Frequency: biweekly</p>
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<p>Position Description & Responsibilities</p> <ul style="list-style-type: none"> Work and interact with peer educators, students, staff and faculty across the university. To be effective, you will need to practice ethical standards and maintain a high level of professionalism, maturity and enthusiasm. Assist in the planning, organization and implementation of health and wellness programs and activities. To be effective, you will need to demonstrate exceptional event/project/time management skills, strong written communication skills, and the ability to think big while also attending to detail. Assist in student health educator selection, training, supervision and development. To be effective, you will need to possess exceptional listening skills, the ability to give and receive positive and constructive feedback, and an understanding of group dynamics and student development. Provide on-site trouble-shooting and problem solving during the actual programs. To be effective, you need to be adept at both advocacy and diplomacy, to be able to think on your feet, and to manage the stress that accompanies challenging work. Ability to update and manage web and social media presence. Assist the Wellness Center Director with planning the Wellness 5K Run/Walk (including publications, web design, event management, assessment, on-site hospitality, etc.).
<p>Qualifications</p> <ul style="list-style-type: none"> Applications will be accepted from current or prospective students enrolled in the Leadership in Student Affairs graduate program at the University of St. Thomas. Required qualifications include: past experience in a student leadership position; strong organizational skills; exceptional communication skills; interest in health promotion and experience working with diverse populations. Preferred qualifications include: great attention to detail; ability to adapt to challenging situations; team-centered approach to work; strong creativity and problem-solving skills; understanding of group dynamics, student development, and cultural sensitivity; past experience with event management and student supervision.
<p>Application process & requirements</p> <ul style="list-style-type: none"> Contact Name: Birdie Cunningham Address: Mail #4025 2115 Summit Ave St Paul MN, 55105 Phone: 651-962-6125 Email: cunn5603@stthomas.edu Materials Needed: Submit a cover letter, resume, and the names/contact information for three professional references

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Participating At Visit Day:	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Will Schedule Interviews on Campus for another date:	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no