UWG Health Education

#HOWL4HEALTH

The Graduate Assistant will be responsible for the following tasks:

● Provide accountability and guidance to Peer Educators. This includes hosting bi-weekly two-on-one meetings and helping Peer Educators plan programs/problem-solve.

● Assist in organization of weekly Peer Educator meetings, create agendas, keep meeting minutes.

● Assist in office reports including but not limited to: bi-annual reports, GOHS reports, and other survey reports needed as requested.

● Perform in office tasks on a daily basis, which include: helping in the scheduling of classes, distributing documents and other important information to Peer Educators, maintaining the upkeep of the office, and performing any tasks as instructed by the Lead Health Educator, Health Educator, and Health Services Staff.

● Assist the Lead Health Educator and Health Educator in designing and implementing campus health events and programs as needed around your content area.

● Assist in the instruction of classes regarding Alcohol/Drugs, Safe Sex/STI, Sexual Assault, Sleep, Stress, Wellness, and Nutrition.

● Assess and conduct research to keep presentations updated with current information, research, and visual quality.

● Provide Lead Health Educator with any necessary information required to maintain the safety of students at the University of West Georgia.

● Assist in creating promotional materials including but not limited to: posters, flyers, videos, brochures, newsletters, etc.

● Maintain social media sources (Twitter, Facebook, Instagram)

● (GA 1) Responsible for Safer Sex, Sexual Assault Prevention, Bystander Intervention, and Stress Management programs and duties.

● (GA 1) Maintain all Social Media sources (Twitter, Facebook, and Instagram) by creating content, posting, and engaging with students on the individual platforms

● (GA 2) Responsible for Alcohol, Marijuana/All Other Drugs, Sleep Hygiene, and Nutrition programs and duties.

● (GA 2) Maintain Social Media Monthly Reports and Program Monthly Reports

CONTACT INFORMATION

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