Job Title: Graduate Assistant – Office of Health Promotion, University of Colorado Boulder
To apply: Send your resume and cover letter directly to deanofstudents@colorado.edu with “Graduate Assistant - Office of Health Promotion CU Boulder” in the subject line.

Office Information/Purpose:
The Office of Health Promotion, a division of Wardenburg Health Services, at the University of Colorado Boulder supports student success and retention by providing skill-building tools, information and resources that positively influence student health.

Job Summary:
The Graduate Assistant holds a part-time (10 hours per week) appointment with the Office of Health Promotion and will report directly to an Assistant Director or Director of Health Promotion. The graduate assistant will assist in one or more functional areas which include but are not limited to: health equity, student intern supervision, program development and data analysis, when needed.

The assistantship provides multiple opportunities for the development of the following: educational philosophies, student development skills, higher education organization, leadership and administrative skills; supervision; social justice; research, writing, and presentation opportunities; working with Student Affairs staff in other CU Boulder departments, and comprehensive professional experience.

Other position requirements include:
- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment
- No other employment may be held during the Graduate Assistant contract without prior permission from supervisor
- Breaks (winter & spring) may require Graduate Assistant’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor
- Follow all University of Colorado policies and procedures appropriately
- Work an average of 10 hours/week
- Contract length is 10 months, usually mid-August to mid-June

Required Qualifications:
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education program
- A demonstrated commitment to inclusive excellence
- Excellent organizational, planning, interpersonal and communications skills
- Ability to work independently and as a team member
- A genuine interest and satisfaction in working with students, staff, parents and other constituents

Preferred Qualifications
- Preference will be given to first year students, but all students are welcome and encouraged to apply
- Interest, desire and/or experience in the field of student affairs, specifically Health Promotion or Social Justice
- An ability and willingness to apply student development theory and concepts
Summary of Responsibilities: *(including but not limited to)*

**Administrative**
- Strong written and verbal communication skills, involving reading and writing correspondence and dealing effectively with a broad range of students, as well as university staff and other constituents
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products is essential.

**Programming and Advising**
- Ability to design various programs/activities for the Office of Health Promotion
- Facilitate various meetings with student interns

**Professional Conduct**
- Ability to work with students at a wide range of developmental levels is essential. Sensitivity and tact are vital to this position
- Collaborate with supervisor on all student and staff concerns
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice
- Attend staff meetings and assist in developing departmental goals and objectives
- Collaborate with other departments and offices on campus
- Demonstrate an on-going commitment to the principles of inclusive excellence through programming, campus collaborations, and/or involvement and participation in university/divisional inclusive excellence projects or initiatives

**Professional Development**
- Participate in student staff training in late August before students arrive for fall semester
- Participate in professional development discussions that occur throughout the academic year

**Compensation:**
- 10 hrs/week of labor
- $7,250 stipend over 9 months
- 12 credit hours of tuition annually.