Health, Safety and Well-Being Initiatives of NASPA Graduate Assistant

**To Apply:** Send your resume and cover letter to HED.GradJobs@du.edu with NASPA Graduate Assistant and your last name in the subject line.

**Application Deadline:** January 15, 2019

**Summary**

The Health, Safety, and Well-Being Initiatives of NASPA Graduate Assistant will assist the Health, Safety, and Well-Being staff with departmental related projects. The Health, Safety, and Well-Being Initiatives Graduate Assistant will provide assistance and support to two grant programs: the Healthy Colleges Montana (HCM) and the Colorado Coalition of Collegiate Alcohol and Drug Educators (CADE) Project. In addition, this position provides administrative support to larger peer education initiatives, as well as national student leadership events.

Working collaboratively with the Health, Safety, and Well-Being Initiatives of NASPA team, the GA will assist in the creation of programs and services that support collegiate alcohol, tobacco, marijuana, and other drug prevention efforts and chronic disease prevention. The person in this position reports to the Assistant Director of Health and Well-Being Initiatives

**Reports To:**

Assistant Director, Health and Well-being Initiatives of NASPA

**Specific Responsibilities of the Position**

- **Resource Directories**
  - Collaborate with the Health, Safety, and Well-Being Initiatives team to update and refine Online Learning Communities. This may include monthly content emails to coalition members
  - Facilitate web and social media presence

- **Trainings and Meetings**
  - Attend and support annual in-person and electronic trainings for the coalitions
  - Attend and document in-person and virtual meetings of the Steering Committees
  - Attend and participate in grant required and related meetings, as assigned by the Health, Safety, and Well-Being Initiatives Staff

- **Administrative**
  - Refine documentation to create best practices toolkits/program-in-a-box resources for campus prevention teams
  - Participate in the statewide initiative for collecting and evaluating National Collegiate Health Assessment data

- **Provide customer service to NASPA members and other stakeholders via telephone calls, e-mails and other forms of communication**

- **Assist with various aspects of the annual General Assembly conference, Regional Spring Conferences, and the NASPA Annual Conference**

- **Assist with various aspects of the grant Fall trainings**

- **Assist with the Certified Peer Education program**

- **Assist with and attend regional and national conferences as assigned**

- **Participate in staff development and discussions when feasible**

- **Participate in Health, Safety, and Well-Being Initiatives meetings as indicated**

- **Participate in NASPA organizational meetings as appropriate**
General Responsibilities of all NASPA Staff

All NASPA staff positions are expected to share these common responsibilities, scalable for the position’s title and specific responsibilities. This section should be left blank for now as it will be filled in with a version of our common competencies listed in the evaluation once it is revised. We will do an update of these position descriptions once this is finalized in July and August.

Qualifications

- Bachelor’s Degree required
- Interest and/or experience in health, safety, or well-being preferred
- Demonstrated writing, communication, and knowledge of computer software applications
- Strong attention to detail, especially with financial documentation and contracts
- Capacity to balance multiple priorities and meet deadlines
- Be enrolled and maintain good academic standing in a master degree program throughout the course of employment

Office Location/Working Conditions/Physical Requirements

This position is located in the NASPA Denver, CO office with the option occasional work from a remote location.

This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.

This position will be required to routinely pack program materials for shipment, including moving potentially heavy boxes.

Occasional overnight travel to NASPA events is expected during which the position may be expected to complete set-up and stand for longer periods of time than usual, traveling by air and ground transportation.

Employment Status

Contract

About NASPA

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve a full range of professionals who provide programs, experiences, and services that cultivate student learning and success in concert with the mission of our colleges and universities. Established in 1918 and founded in 1919, NASPA comprises more than 16,000 members in all 50 states, 29 countries, and 8 U.S. Territories.

Through high-quality professional development, strong policy advocacy, and substantive research to inform practice, NASPA meets the diverse needs and invests in realizing the potential of all its members under the guiding principles of integrity, innovation, inclusion, and inquiry.

NASPA members serve a variety of functions and roles, including the vice president and dean for student life, as well as professionals working within housing and residence life, student unions, student activities, counseling, career development, orientation, enrollment management, racial and ethnic minority support services, and retention and assessment.
NASPA is an equal opportunity employer. NASPA does not discriminate on the basis of race, color, national origin, religion, sex, age, gender identity, gender expression, affectional or sexual orientation, or disability in any of its policies, programs, and services.

**Compensation:**

- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- Stipend: $8,740/nine-month period (usually September 1 – May 31)
- Housing: Not applicable
- Meal plan: Not applicable

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