



### *Graduate Assistant for TCU Wellness Education Position Description*

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The Graduate Assistant (GA) with TCU Wellness Education in Campus Recreation & Wellness Promotion at Texas Christian University (TCU) is a part-time (10-month), 20 hour per week position. This position includes a stipend based on enrollment within the institution. TCU Wellness Education provides holistic wellness education for the campus community. The department regularly provides programs and education on stress management, suicide prevention, body image/positivity, proper sleep, responsible alcohol use, healthy relationships, and nutrition programming.

The GA position will be responsible for assisting with the creation and implementation of wellness programs, educational campaigns, and promotion of Wellness Education. GAs will be assigned a specific focus area(s) within the Wellness Education Office, which include, but are not limited to, alcohol awareness, body image/positivity, and mental health issues. This position will assist in training and managing peer educators, providing outreach programs in residence halls, and providing wellness education workshops to campus groups such as academic classes or student organizations. Some night and weekend work is required.

This position reports to the Assistant Director for Wellness Education and will receive special projects from the Associate Director in Wellness Education. The GA position requires a high level of organization, enthusiasm for wellness education and working with students, and the ability to work independently on tasks. As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. The primary responsibilities are:

#### *Program Management:*

- Schedule and coordinate meetings, presentations, events and trainings
- Assist with the development and facilitation of wellness programs
- Represent Wellness Education while partnering with TCU departments and student groups on program, campaigns, and events
- Participate in training and obtain certifications as required to perform programming job duties.
- Support planning and implementation of program evaluations
- Assist with special events and campaigns implemented through Campus Recreation & Wellness Promotion
- Assist with content creation and management of The Wellness Education website and social media accounts

#### *Wellness Peer Educator Supervision:*

- Assist the Assistant Director in planning, and development of peer educator semester trainings
- Attend and assist with ongoing training for peer educators during weekly meetings
- Assist with mentoring peer educators
- Assist in feedback and evaluations of peer educators
- Assist with the recruitment and hiring process for peer educators

**For More Information:**  
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