



# MEDAILLE COLLEGE

## MEDAILLE COLLEGE POSITION DESCRIPTION

- TITLE:** Graduate Assistant - Wellness Center
- REPORT TO:** Ms. Marsha Glose, RN-C, BSN, MEd.  
Director of Student Health Services
- COMPENSATION:** \$9,000 Stipend/Tuition  
Health Insurance Optional
- QUALIFICATIONS:** Bachelors degree required. Experience in health education, counseling, residence life, or student activities preferred. Enrolled in a graduate program leading to student affairs work/teaching in higher education.
- DESCRIPTION:** A full-time graduate assistantship supporting the enhancement of student wellness education and programming. Serve a minimum of 20 hours a week.
- TERMS:** August 17, 2009 to June 14, 2010, Evenings/weekend hours included. Contract renewal based on mutual consent.

### DUTIES AND RESPONSIBILITIES

- Provide assistance to the Director of the Student Health Services in assessing the wellness needs of the campus community
- Participate in the planning and implementation of wellness programming
- Assist in the publicity and production of Wellness Center events on campus
- Serve as a member of the Student Affairs Staff by attending meetings and participating in overall planning for the Division
- Serve on committees as requested
- Prepare a monthly report on duties and accomplishments of the past month
- Carry out additional duties in the areas of research, evaluation, and health services operations, etc.

- SUBMIT:** Cover letter, resume, and references to:  
Marsha A Glose, RN-C, BSN, MEd.  
Director of Student Health Services  
Medaille College  
18 Agassiz Circle  
Buffalo, New York 14214