

## **Binghamton University – Residential Life**

### **Residential Wellness Graduate Assistant**

Residential Life serves the needs of 7,000+ residents through a system of six residential colleges. We strive to support the academic mission of the University by providing residents with a living-learning experience through our collegiate structure. We are strongly committed to the celebration of diversity and actively seek staff members who can serve as role models and have the ability to work with a widely diverse student population.

#### **Description**

We are seeking an energetic and detailed oriented graduate student to fill the Residential Wellness Graduate Assistant position. This position will help further our vision to challenge and support our students' holistic development.

Focusing on promoting a healthy lifestyle and encouraging maintenance of healthy choices, as well as assisting with fostering a sense of overall well-being and empowerment of Binghamton University students, the GA will supervise approximately 10 student Wellness Assistants. Additionally, the GA will gain direct experience in a thriving collegiate structure and expand their knowledge of health and wellness topics, specifically those that directly impact college students and the relationship between systems/processes and students.

Students must be accepted into a Binghamton University Graduate program for the 2024-2025 academic year, with preference given to those enrolled in Student Affairs Administration.

#### **Duties and Responsibilities**

- Research health education topics and wellness initiatives
- Supervise student staff Wellness Assistants which includes:
  - Staff scheduling
  - Providing developmental and timely feedback
  - Assisting with the creation of various types of programming
  - Mentor and facilitate critical thinking and problem solving skills
  - Championing and supporting
  - Substituting for staff as needed
  - Planning professional development initiatives to support staff
- Promote diversity, equity, and inclusion through participation in on-going training to grow skills of role modeling, challenging others, and emphasizing respect
- Create and maintain publicity/marketing for a wide variety of wellness initiatives and projects
- Assist in coordination of programs and presentations
- Support/represent the department at events
- Participate in rotation coverage to serve as a resource during staffed working hours
- Assist Residential Life central office with special projects as needed
- Establish and maintain office hours
- Complete administrative tasks as assigned
- Participate on departmental committees
- Participate in all major departmental processes including but not limited to: bi-annual professional staff and student staff trainings, opening, closing, Student Staff Selection,

Professional Staff Selection, in-services, professional development meetings, etc

### **Qualifications**

- Must be enrolled full time in a graduate program at Binghamton University for Fall 2024
- Candidates must have completed a bachelor's degree
- Strong critical thinking and problem solving skills
- Strong organizational, administrative, communication, leadership, and decision-making skills
- Successful candidate must demonstrate ability to take initiative and problem solve
- Ability to work autonomously in a team atmosphere
- Previous experience in residential life preferred and/or involvement in undergraduate student leadership
- Previous experience with supervising and/or advising preferred

### **Compensation**

The Residential Wellness Assistant will be paid an hourly rate of \$17/hr for approximately twenty hours of work per week.

### **To Apply**

Candidates not in the Student Affairs Administration program should submit a resume, cover letter and contact information for three professional references via email to Jazell Johnson at [jajohns@binghamton.edu](mailto:jajohns@binghamton.edu). Please indicate that you are applying for the Residential Wellness Graduate Assistant position.

- Candidates applying for the Residential Wellness GA position should already have applied for admission to graduate school. Check with your graduate program for important deadlines. Candidates are responsible for applying to graduate school and completing all requirements for admission, as appointment to the Residential Wellness GA position is contingent upon acceptance into a degree-granting graduate program at Binghamton University
- Interviews for the Residential Wellness GA position are typically scheduled and conditional offers made prior to acceptance into a graduate program.
- GAs must maintain a 3.0 grade point average throughout their appointment.

For questions specifically related to this position, email Jazell Johnson at [jajohns@binghamton.edu](mailto:jajohns@binghamton.edu) or call (607)777—2322.