Graduate Coordinator – Healthy Campus Initiatives

Post Date: 
Category: 
Department: Healthy Campus Initiatives 
Status: Graduate Coordinator - paid hourly k during the fall & spring semesters 
Deadline Date: 

Position Summary: 
The Healthy Campus Initiatives Graduate Coordinator, under the supervision of the Assistant Director of Healthy Campus Initiatives, will be responsible for planning large-scale events in the fall and spring semesters (Student Mental Health Conference and Take Back the Night) as well as co-supervise a group of undergraduate interns from a variety of majors. 

The responsibilities of this position include working independently and as a member of a team under moderate supervision to:

1) maintain a high level of organization and flexibility,
2) supervise undergraduate staff
3) present materials related to mental health, suicide prevention, sexual health, sexual violence prevention, and alcohol/other drug education to students, faculty, and staff.
4) collaborate with other university departments to maintain a full functioning Wellness Center, with communication and community event planning,
5) perform other duties as assigned, including marketing and social media

This position is assigned up to 20 hours per week. Work assignment is subject to renewal each fiscal year.

Preferred Qualifications:

- Proficiency in Microsoft Office & Google Drive
- Supervisory skills
- Discretion and professionalism in dealing with sensitive information.
- Strong interpersonal communication, customer service skills
- Cross-cultural sensitivity.
- Ability to handle multiple tasks simultaneously, be well-organized and task-oriented, perform effectively under pressure and adapt to changing demands and priorities.