



## Division of Student Affairs

---

**Position:** Graduate Assistant, Department of Student Wellness  
Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

### **Description:**

Under the direction of the Executive Director of Student Wellness, the Graduate Assistant is involved in a wide array of tasks and responsibilities. The position offers the incumbent the opportunity to gain experience within higher education administration; facilitating student health-related needs; data collection and assessment; emergency response planning, strategic planning, and fiscal operations.

The GA's primary role is to assist the Executive Director and Associate Director with tasks involving planning, development, promotion, and assessment of wellness initiatives on the Queens Campus.

### **Responsibilities include (but are not limited to):**

- Work with staff of the Department of Student Wellness and other key faculty and students to help facilitate wellness initiatives, objectives, and outcomes in a timely manner.
  - Conduct Contact Tracing responsibilities as needed.
  - Support testing site staff as needed
  - Facilitate alcohol and other drug assessments for mandated students.
  - Support other offices in the Division of Student Affairs as needed.
  - Other duties as assigned by Student Wellness staff.

### **Qualifications**

- The candidate must be a fully matriculated student accepted into a St. John's University graduate program in Psychology, Human Services, Counseling, or related field.
- Must possess knowledge of assessment and research protocols as well as strong analytical skills.
- Excellent interpersonal, written, and oral communication skills.
- Must be able to work independently and proactively monitor and manage timelines to facilitate completion of goals and objectives.
- Must be detail orientated and have the ability to maintain a strict level of confidentiality.
- Proficiency in computer use including Microsoft Office applications and basic knowledge of statistical programs (ex. SPSS), and use of social media.

## Division of Student Affairs Position Description

---



- Experience working with culturally diverse populations and demonstrated leadership is desired.
- This position is subject to a comprehensive background screening, with employment contingent upon satisfactory results.

**Length of Assistantship:** This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from late August through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.