Division of Student Affairs

Position: Graduate Assistant
Office of Student Health Services, 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:
The Student Health Services Graduate Assistant will assist with the overall office operations, including implementation and assessment of services and programs, conducting targeted research and benchmarking, maintenance of confidential records, scheduling of medical appointments with Health Services staff, management of online and social media content. This position entails broad-based responsibilities and will require some evening and weekend hours.

Responsibilities include (but are not limited to):
- Assist the Director with overall management of Student Health Services office including scheduling of medical appointments and managing student inquiries.
- Collaborate with Peer Mentors and GAs from the Department of Student Wellness on the development, implementation, facilitation, and follow-up of student health and wellness programs.
- Assist with the assessment of student health and wellness events/programs; responsible for data collection and analysis, as well as attendance tracking for each event.
- Support Director with conducting targeted research and benchmarking on an as-needed basis.
- Serve as the primary liaison between NY Blood Services and Student Government to assist in the planning of campus blood drives.
- Serve as the primary liaison between American Cancer Society to assist in the implementation of Breast Cancer Awareness month as well as Making Strides Against Breast Cancer Program.
- Manage data entry and filing systems within the Student Health Services database.
- Review medical records for completeness and accuracy.
- Monitor Health Services website and social media sites to ensure content is current and accurate.
- Develop and maintain appropriate professional relationships with the University community.
- Perform other duties as requested by Health Services staff to provide quality assistance to users of Student Health Services.

Qualifications
- The candidate must be a fully matriculated student accepted into a St. John’s University graduate program in Psychology, Human Services, Counseling, Higher Education, Educational Leadership or related field.
Division of Student Affairs Position Description

- Must possess demonstrated experience in leadership, problem-solving and assessment.
- Demonstrated commitment to collaborative teamwork.
- 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).
- Experience working with culturally diverse populations and demonstrated leadership is desired.
- This position is subject to a comprehensive background screen, 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 September 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.