POSITION TITLE:
Graduate Assistant, Prevention Education/Center for Peer Education

MISSION:
Prevention Education & Advocacy Services provides comprehensive education about contemporary wellness issues impacting the college population including alcohol and other substance use, mental health and associated stigma, sexual health, healthy relationships, gender violence and violence prevention. Advocacy Services specializes in providing crisis response and advocacy to members of the campus community who have been impacted by sexual assault, intimate partner violence and stalking, while providing consultation to the campus community about gender violence issues. The primary purpose of Prevention Education & Advocacy Services is to provide our campus community with tools and resources necessary to successfully navigate the college environment while promoting a positive college experience for our students.

POSITION DESCRIPTION:
The Prevention Education Graduate Assistant is responsible for assisting with daily operation and functions of Prevention Education. Additionally, the GA is responsible for assisting with prevention education programs including alcohol, tobacco, marijuana and drugs, mental health, sexual health and overall wellness issues on UNC’s campus. The Graduate Assistant is responsible for the supervision of the Center for Peer Education staff, collaboration with organizations and departments across campus, program development and implementation, representation on campus and community coalitions, and program evaluation.
This is a 10 month, 20 hour a week position, which includes some evening and weekend hours.

COMPENSATION:
The term of this position is August 1, 2016 to May 31, 2017 with an approximate monthly stipend of $1200.00. Graduate in-state tuition up to 10 credit hours per semester is also included.

The Graduate Assistant is an integral member of Prevention Education & Advocacy Services and the Counseling Center and supports the mission by facilitating and managing the following areas of the Prevention Education Office:

JOB RESPONSIBILITIES:
General Duties
- Maintain 20 consistent office hours per week
- Attend and supervise CPE events (including Wednesday night BINGO, Alcohol Awareness Week, Tobacco Awareness Week, Safe Spring Break Week, etc.)
- Provide supervision support for Prevention Coordinator
- Represent Prevention Education and the University to campus and community constituents
- Attend campus and community coalition meetings as requested
- Uphold mission and philosophy of Prevention Education and CPE

Supervise CPE Students
- Meet with students 1/week
- Attend weekly staff meetings
- Assist with mid-term and final evaluation
- Assist with professional growth and development
- Provide support and assistance for programming
- Oversee programming details and execution of events
- Provide initial review of program materials

**Outreach**

**RESOURCE FAIRS**
- Must attend major resource fairs on and off campus

**PRESENTATIONS**
- Develop and provide presentations to classrooms and other campus groups

**NCHA**
- Assist in recruitment of faculty for survey administration
- Assist with survey administration in classrooms

**Tailgating Events-Fall Semester**
- Provide support in hiring Tailgate Assistants
- Manage game schedule and provide game reminders to student workers
- Responsible for supervision of Tailgating Assistants
- Responsible for coordination of Tailgating Assistant’s schedules

**CPE Programs**
- Support students in developing and implementing strategies for educational programming
- Assist with presentation development
- Assist with development of advertising for social norms campaign

**Clerical**
- Complete end of the year report cost/attendance list throughout fiscal year
- Purchase program materials when required and submit appropriate paperwork
- Complete cash/noncash award report forms
- Complete official function forms
- Provide grant support as necessary
- Provide evaluation assessment and analysis support
- Provide FOCUS Seminar support as requested

**QUALIFICATIONS:**

Bachelor’s degree and full-time enrollment in a University of Northern Colorado graduate program is required. Candidates with previous supervisory, program development, implementation, and evaluation, research and grant experience are highly desirable.

Candidates need to apply by March 31, 2016.

**TO APPLY:**

Submit a cover letter and resume or curriculum vitae to:

Mallory Jordan  
501 20th Street  
Campus Box 17  
Greeley, CO 80639

or

Mallory.Jordan@unco.edu