



Graduate Assistant for Health Promotion

2026-2027 Position Description

Program Summary

The Office of Health Promotion (OHP) provides comprehensive and inclusive education about contemporary wellness issues impacting the college population. Topics include harm reduction and safer substance use, stigma reducing mental health education, and evidence-based comprehensive sexual health education. OHP provides our campus community with tools and resources necessary to successfully navigate the college environment while promoting health equity for UNC students.

Program Goals

- Provide access to health promoting resources and education for UNC students
- Provide educational workshops, training, and materials to the UNC community surrounding responsible substance use, mental health issues, and sexual health education
- Create and maintain campus and community partnerships to promote and sustain the Office of Health Promotion

Graduate Assistant Expectations

Duties and Responsibilities

The Graduate Assistant for the Program will provide direct support to the Office of Health Promotion by completing the following responsibilities:

- Work closely with the Director of Health Promotion to provide mentorship for Peer Health Educators including weekly 1:1's, facilitate staff meetings, and assist in mid-term and final evaluations.
- Assist in the planning, implementation, and evaluation of all OHP programs and initiatives (some which may include weekend and evening programs).
- Develop and provide presentations to the campus community.
- Oversee OHP's social media platforms, post weekly content and market for upcoming events.
- Assist in the development and distribution of OHP marketing for upcoming initiatives.
- Play a key role in the organization and dissemination of OHP's sexual health and harm reduction resource programs.
- Foster relationships between OHP and other campus partners and offices.



Hours & Availability:

This position is contracted for 18 hours per week and requires some work during evening hours (after 5pm) and on weekends in order to host office hours/oversee after hours programming, attend/participate in University events, coordination of resource fairs, etc. Additionally, the graduate assistant will be expected to host office hours at least 3-4 days per week.

Physical Demands:

This position is responsible for stocking office resource supplies. As such, individuals will be expected to lift items up to 35 pounds.

Qualifications and Additional Requirements:

Minimum Qualifications:

- Admitted to a Master's degree program at UNC
- Be in good academic standing (*Students admitted with a lower than 3.0 gpa and academic provisions may not be hired in assistantship positions until they earn at least a 3.0 gpa or their academic provisions are met*)

Preferred Qualifications:

- Experience working with marginalized college students and commitment to working with diverse student populations
- Strong written/verbal communication and conflict management skills
- Competency in MS Office suite and various social media platforms
- Ability to work in a collaborative, team environment
- Existing knowledge and experience working with health promotion, public health, human services, or a related field
- Experience coordinating and delegating tasks to a team
- Experience educating on social issues in accessible ways
- Experience managing a budget

Additional Requirements:

- By applying, applicants consent to a conduct check completed by Student Conduct & Accountability.

Training Commitments:

- Attend the annual Division of Student Affairs graduate assistant training day, or equivalent



- Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor
- Additional on the job training will be outlined by supervisor upon start of position

Compensation:

The Graduate Assistant will receive a monthly stipend over a 10-month period in addition to in-state tuition and fees. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees. The tuition waiver covers up to 10 graduate-level credit hours per semester.

Contract Period for Position:

This Graduate Assistantship is a full-time, Master's level, academic year position. The contracted period is August 15, 2026 – May 15, 2027. The full-time assistantship is appointed for 18 hours per week during the contracted period. The contract period includes all pre-service and in-service training. The schedule of a student in academic year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Graduate Assistants receive sick leave, as outlined in the Paid Sick Leave Policy.

Employment Outcomes:

By serving in this position, the Graduate Assistant for Health Promotion will be able to:

- Coordinate and mobilize community partners to address complex health needs of students
- Assess, implement, and evaluate public health programs
- Articulate the impact of equitable health promotion programs and how it relates to student success and the determinants of health
- Develop community education and programming around substance use, mental health, and sexual health, and available resources to increase access

In this position you gain a wide range of career readiness skills recognized by the National Association of Colleges and Employers (NACE). As a result of performing the job responsibilities of the Health Promotion Graduate Assistant position, students will increase their knowledge, skills, and abilities in the following areas:

- Critically Thinking and Problem Solving – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- Communications – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- Teamwork/Collaboration – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.



- Leadership – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- Work Ethic – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- Equity and Inclusion – Value, respect, and learn from diverse cultures, races, ethnicities, ages, gender identities, sexual orientations, national origins, abilities and religions. Demonstrating inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals’ differences.
- Digital Literacy – Integrating existing technologies ethically/effectively to problem solve, complete tasks and accomplish goals while demonstrating adaptability to new and emerging technologies.
- Career Development – Identifying and communicating one’s skills, strength, knowledge, experiences and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.