2016 – 2017 Student Assistant Position Description
Health Education and Promotion
Student Health and Counseling Services

Health Education and Promotion (HEP) is currently recruiting nine Student Assistants for the 2016 – 2017 academic year. These are paid positions ($10.50 per hour) and each is a three-quarter commitment. Student Assistants work 8 – 12 hours per week (average 10) when school is in session. Positions are available in each of the following topic areas:

- Alcohol, Tobacco and Other Drug Issues
- Wellness, emphasis in nutrition and physical activity
- Sexual Health
- Stress, Sleep and Mental Wellness

Position Duties:

The Alcohol, Tobacco and Other Drug (ATOD) Student Assistants will be responsible for assisting with projects that promote and advocate for alcohol risk reduction, support the UC Davis Smoke and Tobacco Free Policy and empower students to make healthy choices regarding alcohol, tobacco and drug use. ATOD Student Assistants will implement environmental action and special projects designed by professional staff and develop and maintain strategies to change policies and campus environments. Student Assistants will participate in campus and community coalitions related to alcohol, tobacco and other drugs. The positions involve developing content for the Safe Party website (http://safeparty.ucdavis.edu) and implementing ATOD programs in residence halls, classes, student organization meetings and other settings. Student Assistants will plan, oversee and coordinate special events such as Davis Neighbors Night Out and help design publicity for social marketing campaigns and health education materials with the marketing department. ATOD Student Assistants may be responsible for facilitating focus groups and/or community assessments. General duties will include reporting program statistics, monitoring and responding to emerging health topics, conducting formative research and completing other administrative duties as needed. Background, job or academic experience and/or interest in alcohol, tobacco and other drug risk reduction/responsible hosting or related issues preferred.

The Sexual Health Student Assistants will be responsible for helping with projects that promote sexual wellness among UC Davis students. The goals of this position are to

- Increase access to accurate, inclusive and relevant information related to sexual health
- Promote routine screening of sexually transmitted infections (STIs), including HIV
- Empower sexually active students to feel comfortable with sexual communication
- Increase access to information about contraception methods, including LARC (long acting reversible contraception) and emergency contraception
- Expand students’ knowledge and skills of how to utilize safer sex strategies and products

The Sexual Health Student Assistants will accomplish these goals in a variety of ways, including researching and planning environmental management and policy change interventions, building partnerships with campus stakeholders, implementing social marketing campaigns and co-presenting sexual health programs in the residence halls, classes and other settings. Student Assistants will also help oversee special projects such as the “Are You Sexcessful?” social marketing campaign, the Love Lab (safer sex product mobile cart) and the development of health promotion content for the SHCS website and social media platforms.
Student Assistants will gain experience facilitating community assessments and conducting formative research to gather data and feedback to help with program planning and evaluation. General duties of the position include reporting monthly programming statistics, monitoring and responding to emerging health topics and completing other administrative duties as needed. Background experience in related fields and/or a strong interest in sexual health related topics preferred.

The **Wellness Student Assistants** will specialize in one of three content-specific areas: wellness garden/nutrition, physical activity or stress, sleep and mental wellness issues. Each Student Assistant will work on projects related to their specific content area. Examples of projects include: working with campus partners to improve the nutrition environment on campus, developing strategies to increase physical activity among students who engage in little or no physical activity, managing the Student Health and Counseling Services Harvest Garden, promotion of healthy sleep and napping efforts and happiness and gratitude. In addition, Wellness Student Assistants will be responsible for implementing wellness-related programs in residence halls, classes, student organization meetings and other settings. Student Assistants will plan, oversee and coordinate special events such as outreach tabling at the UC Davis Farmers Market and help design publicity for social marketing campaigns and health education materials with the marketing department. Wellness Student Assistants may be responsible for facilitating focus groups and/or community assessments. General duties will include reporting program statistics, monitoring and responding to emerging health topics, conducting formative research and completing other administrative duties as needed. Background, job or academic experience and/or interest in wellness, gardening and nutrition, physical activity, stress, sleep and/or mental health related issues preferred.

**We are seeking students with the following skills, knowledge and abilities:**

**Required**
- Strong management skills
- Organized and detail-oriented
- Ability to meet deadlines
- Strong interpersonal communication skills to work and communicate effectively with a diverse group of student volunteers and professional staff
- Ability to foster and maintain positive working relationships with HEP career staff, other student staff, volunteers and campus partners
- Ability to thoughtfully receive supervision and feedback
- Ability to assist in the implementation of project tasks
- Strong writing skills
- Demonstrated experience with Microsoft Office applications
- Satisfactory academic standing
- Ability to work autonomously and as part of a team
- Ability to manage projects in a timely fashion
- Ability to deliver presentations and facilitate peer education programs

**Preferred**
- Students with job or volunteer experience in coordination of tasks
- Students who have participated in other campus organizations (e.g., sororities and fraternities, ASUCD, California Aggie, Campus Recreation and Unions)
- Upper-division status
- Willingness to learn about alcohol, tobacco and other drugs, sexual health and/or wellness related issues
**Medical Clearance Requirement** - Since this position is located at a health facility, all employees are required to participate in preventive medical and monitoring programs, which include a physical exam, hearing test, blood test and TB screening and may also include immunizations. These screenings are provided to meet Federal, State and University requirements.