



Student Wellness Resource Center

Student Recruitment Type

Must currently be matriculated or admitted into a graduate program. Students must qualify for federal work-study.

Job Title

Graduate Assistant for Mind Spa Management

Campus/Location

Orono

Department Name

Student Life

Full-Time/Part-Time

Part-Time

Stipend

The standard stipend for a 20 hour work week is set by the Graduate School based on 2022-2023 figures.

Description

The Student Wellness Resource Center (SWell) is a welcoming space that provides students with resources that can assist them in better developing their holistic wellness. Our office strives to promote positive behaviors through a number of initiatives and programs. The Graduate Assistant will assist with establishing a positive work environment within the office space. The GA will also assist with organizing, facilitating, and promoting suicide prevention and mental health awareness programming. The GA will coordinate and supervise the day-to-day operations of the Prevention, Outreach, and Education Office, home to the Mind Spa, which is located in the Memorial Union.

Duties & Responsibilities

Office Management

- Assist with supervision of work-study student staff
- Assist with maintenance of the office schedule

- Assist with the hiring process for all work study students and semester/end of year reviews
- Coordinate marketing and advertising office events
- Ensure that the office space is kept cleaned and organized
- Work with the constituents within the Student Life Department
- Directly report to the Student Life Educator
- Order office supplies for Student Life, as well as condom orders for the year
- Staff the Student Wellness Resource Center and develop holistic health and other prevention events and campus activities.
- Hire, train, and supervise six to eight Federal Work Study employees, and any number of volunteers in the mentoring program
- Assist social media coordinator with social media ideation, creation, and management (Facebook, Tiktok, Instagram, etc.)
- Engage in 1:1 check-ins with student staff members, informing them of the expectations for Mind Spa programming. Track Mind Spa attendance and engage in ongoing program evaluation
- Assist students in developing skills to enhance personal and professional development, including, but not limited to increased self-awareness, communication skills, and community engagement.
- Report any concerns (inappropriate correspondence, suicide threats, etc.) to the supervisor or appropriate resources
- Upkeep of Student Wellness and Mind Spa inventory
- Update bulletin boards throughout the building on current and upcoming events and programming
- Other duties as assigned

Education/Outreach

- Be informed and prepared to instruct the Brief Alcohol Screening and Intervention for College Students (BASICS) classes if needed
- Assist with first year introductory classes during the fall and spring semesters regarding resources on-campus
- Integrate mental health awareness days/weeks/months into programming to raise awareness, provide education, and reduce stigma.
- Self-educate about mental health issues and topics relevant to the college population, including, but not limited to substance use, suicide awareness, and intervention
- Promote and recruit for Outreach Programs through a variety of means (e.g. , meetings with campus leaders and faculty; online/social media campaigns; email campaigns; residence hall flyers; and tabling
- Assist in Harm Reduction education (BASICS, Bystander Intervention, etc.)

Programming

- Coordinate and implement weekly programming for the Mind Spa
- Coordinate the LiveWell: Peer Mentoring Program
- Provide relevant programming on a variety of evidence-based mental health-related topics, as requested by students, staff, and faculty.
- Plan/organize/facilitate for the annual Fresh Check Day

- Assist with All Hands On Deck events for Community Life including: Maine Hello, Family and Friends Weekend, Halloween, Winter Carnival, Spring Fling, and Maine Day Week.

Minimum Qualifications

- Bachelor's degree required
- Must currently be matriculated or admitted into a graduate program.
- Must have demonstrated interest in making a difference in the lives of college students.
- An interest in promoting students' holistic wellness is a plus.
- Work independently, complete tasks as assigned, and contribute innovative ideas
- Maintain strong interpersonal skills; must be able to communicate with and listen to fellow students, staff, faculty and community members
- Ability to relate well and connect with college students
- Demonstrate strong oral presentation skills, or commit to improving public speaking skills
- Have a friendly and compassionate disposition and maintain a collaborative spirit
- Demonstrated ability to work with a diverse community and provide services and support from a non-judgmental perspective
- Ability to be an effective role model for recovering students

Desired Qualifications

- Peer education leadership experience
- Successful marketing and successful social media campaign achievements
- Evidence of strong presentation and group facilitation skills
- Strong organizational, communication, and writing skills
- Experience planning and coordinating community activities/events

Department Statement

Our goal at the Student Wellness Resource Center is to promote a healthy lifestyle, help define what being “well” means to you, and provide you with resources, information, and assistance to reach your health & wellness goals. Through programs ranging in topic from Alcohol & Tobacco education and Drunk Drugged & Distracted driving, to Physical Fitness and Bystander Intervention Training, we provide you with the best resources to help you improve your overall health & wellness.

University of Maine Statement

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities.

Please contact Kevin Hudson (kevin.hudson1@maine.edu) for more information.