

Job Description

Position: Prevention Education Outreach Graduate Assistant

Required Qualifications: Eligibility for Graduate Assistantship

Preferred Qualifications: Bachelor's degree in a social sciences, counseling, social work, or related fields

General Responsibilities:

Under the guidance of the Assistant Director of the Center for Behavioral Health and Accessibility (CBHA), the Graduate Assistant (GA) is responsible for the coordination, development, and implementation of outreach education activities. The GA will coordinate health and mental health promotions that includes suicide prevention, violence prevention education, as well as the Let's Talk, SEMO outreach program. The GA will collaborate with other departments and the campus community to plan, identify, and develop outreach programs to provide resources and support when necessary. The selected individual will work closely and confidentially with members of the staff from the CBHA to coordinate counseling and other interventions when needed.

Specific Responsibilities:

1. Coordinate prevention and educational outreach activities for CBHA.
2. Plan and coordinate all outreach activities including monthly events.
3. Manage all social media accounts and postings as needed.
4. Collaborate with Assistant Director, of CBHA to prepare various required reports.
5. Participate in all organizational events given by CBHA.
6. Work in partnership with Resident Life, Greek Life, and the Office of Student Conduct to provide education and prevention programs where needed.
7. Represent CBHA at First STEP Orientation, Show Me Days, and at university outreach events. This includes events scheduled after-hours and on the weekends.
8. Incorporate multicultural, diversity and social justice concepts and principles into outreach services.
9. Perform other duties as assigned. Evening and weekend hours as required.



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Interested applicants should send a resume with three professional references and cover letter to Millicent Odhiambo at ucs@semo.edu