Primary Purpose: To assist the Health and Physical Education department with coordination of the BS in Community and Public Health Promotion and the Wellness and Exercise Science programs. These activities will include program revision efforts, program evaluation, promoting concentrations through traditional methods and social media, community outreach, and internship efforts. The graduate assistant will also assist with current graduate and teacher preparation program development initiatives.

Duties and Responsibilities:

- **Program Revision**
  - Assist with Community and Public Health Promotion program revision work.
  - Revision of the Wellness and Exercise Science Concentration.
  - Alignment of concentrations with professional standards.
  - Complete research necessary for national accreditation.
  - Assisting with national accreditation efforts.

- **Program Evaluation and Continued Growth**
  - Assist with development of program evaluation plan.
  - Assist with developing program evaluation instruments for students and professionals in the field.
  - Assist with planning and implementation of a training workshop for community and public health organizations and wellness centers that serve as sites for student observations and internships.
  - Compile program evaluation data.

- **Program Expansion**
  - Assist with marketing efforts (traditional and social media) that inform community and public health organizations (government, nonprofit, etc.), wellness and fitness centers, and other health-related sites about the BS in Community and Public Health Promotion and Wellness and Exercise Science programs at Rhode Island College.
  - Conduct outreach on RIC campus and at local high schools.
  - Research grant opportunities for a Motor Learning Laboratory and health promotion learning center.

- **Graduate Programs**
  - Assist with expansion of the graduate program including current efforts for a Masters of Science degree in Community and Public Health.
  - Assist with development of a Strength and Conditioning Masters of Science degree.

- **Internships – If Needed**
  - Assist internship coordinator with:
    - Undergraduate student intern applications.
    - Logistics and communication efforts leading to internship confirmations.
    - Outreach activities needed to cultivate internship sites aligned with the BS in Community and Public Health Promotion program objectives and standards.
    - Revision of internship evaluation documents creating a more systemic evaluation system.
- Other
  - Assist with teacher certification health and physical education programmatic initiatives.
  - Assist with additional department initiatives and/or faculty research.

Qualifications:
- Accepted degree candidate enrolled full time in a plan of study.
- Interest in community and public health or wellness fields preferable but not required.
- Strong skills in verbal and written communication.
- Ability to work independently and effectively on collaborative projects and activities.
- Efficient time management skills and ability to relate well with students
- Knowledge and proficiency with computer software programs is helpful.

Graduate Assistant Outcomes: The Graduate Assistant will be able to:
- Enhance professional skills, including oral and written, serving as an assistant to program revision and development efforts.
- Develop program planning, coordinating and implementation skills.
- Gain experience working directly with undergraduate students and community organizations.
- Conduct community outreach.
- Gain knowledge of the community and public health, and wellness fields.
- Development of research, data analysis and presentation skills.

Submit application, resume and cover letter to:
  1. Dr. Jason Sawyer, Coordinator BS in Wellness and Exercise Science, jsawyer@ric.edu

Rhode Island College
Health and Physical Education Department
Website: http://www.ric.edu/healthphysicaleducation/Pages/default.aspx
Dr. Carol Cummings, Chair