



## DEPARTMENT OF HEALTH & PHYSICAL EDUCATION

### *GRADUATE ASSISTANTSHIP DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION*



**COME JOIN OUR  
DEPARTMENT**

**Primary Purpose:** To assist the Health and Physical Education department with coordination of the BS in Community & Public Health (CPHP) promotion and Wellness and Exercise Science (WES) program of study, specifically the health-related concentrations and teacher preparation concentration. 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 ongoing CHPH revision work.
  - Revision of the WES program.
  - 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 CPHP & WES 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 Health and Wellness 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 Community Health and Wellness: Wellness and Movement Studies Concentration, [jsawyer@ric.edu](mailto:jsawyer@ric.edu)