



**DEPARTMENT OF HEALTH & PHYSICAL EDUCATION
PART-TIME GRADUATE ASSISTANTSHIP
JOB DESCRIPTION**



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

Duties and Responsibilities:

- **Program Revision**
 - Assist with ongoing CPHP & WES program revision work.
 - Assisting with national accreditation efforts.
- **Program Evaluation and Continued Growth**
 - Assist with development of program evaluation plans.
 - Assist with developing program evaluation instruments for students and professionals in the field.
 - Assist with planning and implementation of a training workshop for CPHP & WES Internship Site Supervisors.
 - Compile program evaluation data.
 - Assist with compilation and organization of RIDE accreditation 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 MS degree in Community and Public Health.
 - Assist with development of an MS degree in Wellness and Exercise Science.
- **Fieldwork**
 - Assist internship coordinator and department faculty with:
 - Undergraduate student intern applications.
 - Logistics and communication efforts leading to internship confirmations.
 - Logistics and communication efforts leading to practicum placements to HPE teacher preparation programs.

- Assist in the creation and sharing of teacher candidate practicum folders.
- 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.
 - Compile program accreditation data.

Qualifications:

- Accepted degree candidate enrolled full time in a plan of study.
- Interest in HPE, CPHP, or WES-related 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 are 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 HPE Department program fields.
- Development of research, data analysis and presentation skills.

Submit application, resume and cover letter to:

- Kristen Pepin, Assistant Professor, Health and Physical Education, kpepin@ric.edu