



**DEPARTMENT OF HEALTH & PHYSICAL EDUCATION  
FULL-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 teacher preparation 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: Full-Time (20 hours per wee)**

- **Program Revision**
  - Assist with ongoing CPHP & WES program revision work.
  - Alignment CPHP 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 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.
- **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.
- **Internships**
  - Assist internship coordinator and department faculty with:
    - Undergraduate student intern applications.
    - Logistics and communication efforts leading to internship confirmations.
    - Finding and promoting outreach activities needed to cultivate internship sites aligned with the BS in CPHP & WES program outcomes

- 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](mailto:kpepin@ric.edu)