



## **Illinois Higher Education Center (IHEC)**

### **Graduate Assistant** **Position Description** **EIU Student Health Service**

Contract: 9 1/2 months, August– mid - May, including the break between summer and fall terms, and returning one week prior to the beginning of spring term

Hours/Week: 19 ½ hours a week, including some evening and weekend commitments

#### **Generalized Duties and Responsibilities**

- Develop, maintain and update Illinois Higher Education Center website housed on EIU domain
- Assist in the development and writing of educational documents (white papers, research briefs, literature reviews, brochures, etc.)
- Develop and deliver webinars on alcohol, other drug and violence prevention related topics for statewide constituency
- Assist in planning and implementation of higher education, statewide substance abuse prevention and intervention trainings, webinars, annual statewide conference, IHEC affiliate meetings, etc.
- Participate in training activities as directed, including orientation activities, staff development, and scheduled meetings with supervisor on an on-going basis.
- Assist in the development of marketing materials, newsletters, etc. as assigned.
- Research alcohol, other drug and violence prevention topics and assist in evaluation of programs as needed. Specific skills in computer database programs and desktop publishing may be necessary in some program areas.
- Network with appropriate student/university organizations and committees as an IHEC representative.
- Provide individual consultation and/or group facilitation or educational classes for constituents.

#### **Additional Responsibilities:**

- Serve as an information resource to campus and community concerning substance abuse prevention in higher education
- Represent the University at forums, conferences, resource fairs, etc.
- Serve as a liaison between Illinois Higher Education Center, Health Service, and/or Division of Student Affairs and other organizations through participation in meetings, committees.
- Other duties as assigned

**For additional information on how to apply for this graduate assistantship through IHEC, please visit**

**[www.eiu.edu/ihec](http://www.eiu.edu/ihec)**

**Or contact:**

**Jessica A. Wright, Assistant Director, Illinois Higher Education Center**

Health Education Resource Center – Health Service

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Deadline for primary consideration for this position is March 11, 2011

Position is contingent upon grant funding.