



2010 - 2011 Sexual Health Coordinator/Graduate Assistant
Position Description
EIU Student Health Service - Health Education Resource Center

Contract: 12 months, May 16, 2011 – May 15, 2012, 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

Coordinate and Implement Rubber Lovers Condom Skills Training Program

- Coordinate solicited and unsolicited program requests.
- Deliver Rubber Lovers condom skills training presentation.
- Maintain Rubber Lovers condom skills training participant/membership roster.
- Update and revise Rubber Lover presentation as needed to ensure information, statistics, etc. are current.
- Coordinate and track distribution of Rubber Lovers safer sex packets to members.
- Promote, update, and maintain Rubber Lovers Facebook group and other communication channels.
- Develop and implement social marketing campaign (monthly newsletter, birthday cards, etc.) to compliment Rubber Lover condom skills training presentation.

Promote STI/HIV Testing/Screening Services Available to Students

- Develop non-lecture type programs and interventions (bulletin boards, articles, media campaigns) to promote STI testing/screening.
- Develop publicity and promotional efforts for these services and programs.
- Assist with HIV/STI risk reduction counseling
- Assist with HIV pre- and post-test counseling

Serve as Sexual Health and Healthy Relationship Specialist

- Deliver programs and lectures on sexual health, including STI's, condom use, abstinence, partner communication.
- Provide one-on-one technical assistance to students seeking sexual health information.
- Develop additional programs and interventions based on evidence based methods or promising practices.
- Write articles for HERC website, develop educational brochures, and 'bulletin boards to go' relating to area of specialty.
- Serve as the sexual health liaison of the HERC, assisting with interview requests and other information requests from students, faculty, and staff
- Serve as a HERC/Health Service representative on university task forces, coalitions, and advisory committees as requested by Health Service professional staff

Advise Sexual Health Education Peer Educators and Interns

- Supervise and guide sexual health peer educators and interns
- Provide one on one feedback to assist in growth and development of interns and peer educators

Assist in Educational Outreach Programming

- Serve as an information resource at exhibitor fairs, tabling events, etc.
- Collaborate with other departments on campus in the development of sexual health programs, presentations, and events
- Willingness to assist in educational outreach programming areas outside of graduate assistant specialty (i.e. Financial Health, Nutritional Health, Stress Management, Substance Abuse, etc.) as needed or requested

Other Duties

- Assist in the needs assessment and evaluation of health behaviors and programming

- Serve as an information resource to campus and community concerning topics of specialty
- Represent the University at health education related forums, conferences, resource fairs, etc.
- Assist in the promotion of HERC programs and services to assigned target population(s) (e.g., housing staff, athletic staff, fraternities, sororities, minority populations)
- Develop publications and written materials for regular and/or on-line publication
- Assist with upkeep, revision, and addition of materials and information to HERC website
- Other duties as assigned

Other Requirements and Preferred Skills

- Microsoft Office (word, PowerPoint, and excel) experience
- Available to work nights and weekends as needed
- Able to work as part of a team as well as individually
- Highly organized, punctual, and self-directed
- Experience presenting in front of groups of varying sizes (preferred)
- Able to act as a positive role model
- Excellent communication skills

For additional information on how to apply for this and/or other Health Education Resource Center Graduate Assistantships, please visit or contact:

Eastern Illinois University Health Education Resource Center Assistantship Website

www.eiu.edu/herc

-or-

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