

Well-being Graduate Assistant Job Description

TITLE: WELL-BEING GRADUATE ASSISTANT

ROLE / BASIC FUNCTION:

Kent State University Recreation and Wellness Services (RecWell) announces a Well-being Graduate Assistantship position for the 2026 -2027 academic year (renewable annually). Appointments in following academic years are awarded based on satisfactory performance in both your academic program and in your assigned responsibilities.

SUMMARY OF THE KENT STATE UNIVERSITY RECREATION AND WELLNESS SERVICES WELL-BEING AREA: As one of Kent State's University-level Initiatives in the [Strategic Roadmap](#) and in line with Kent State University's vision to make the health of its community members a priority, the Kent State of Well-being aims to foster a culture of health and wellness for students and employees at all Kent State campuses. It has a mission to support, promote, and create robust opportunities, programs, and resources that enable individuals to achieve a holistic sense of health and well-being.

The Well-being area includes the operation of a Well Hub- a designated space within the Beverly J. Warren Student Recreation and Wellness Center. Using the 8 dimensions of wellness as a model, this space provides health education, promotion, and programming. It is also home to peer educators, who are trained to provide their peers with information about pertinent health topics and resources.

Programming offered through this area includes, but is not limited to: Programs by Request, Wellness Wednesdays, Well Huts, Individual/Peer Assistance, Mindfulness and Meditation Training, Tobacco Cessation Services, Kent State Farmers' Market, Fresh Check Day.

SUMMARY OF RESPONSIBILITIES: The Well-being Graduate Assistant will assist the designated supervisor with the administration of the Well-being area. The position will require working a flexible schedule, including non-traditional work hours. Specific responsibilities include, but are not limited to the following:

- Assist with research projects focused on student and community health trends, well-being, and effective interventions.
- Assist with budget and data tracking.
- Assist with quarterly and annual impact reports on the effectiveness and benefits of the Kent State of Well-being.
- Assist in researching and drafting proposals for grants and cases of support aimed at funding well-being initiatives.
- Communicate with other departments, faculty, and student organizations to promote collaborative efforts around well-being.
- Track participation in programs, gather feedback from participants, and assist in compiling data on the effectiveness of wellness initiatives. This may include surveys or focus groups.
- Assist with the development, implementation, and analysis of periodic health and wellness surveys to provide health-related data, identify program needs and priorities, evaluate the effectiveness of programs and services, and track trends in student health status and behavior.
- Assist with staff events, perform presentations, assist with social norming, prevention and health promotion campaigns as needed.
- Assisting the designated supervisor with other job-related tasks when assigned.

***Please also refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

QUALIFICATIONS:

- Bachelor's degree conferred at the time the graduate assistantship begins.
- A candidate for a graduate assistantship **must be admitted to an academic graduate program at Kent State University unconditionally.**
- Maintain good academic standing and must carry a minimum of eight hours of graduate credits during each semester of the academic year appointment. Appointees may not accept any other paid employment within the

- university during the tenure of their employment without prior approval from the Graduate College.
- Ability to respond swiftly and effectively to emergency situations.
- Must possess strong customer service skills.
- Work both independently and collaboratively with others to achieve common goals.
- Strong verbal and written communication skills with students, coworkers, supervisors, and all RecWell patrons.
- Ability to assist in creating a welcoming environment for all.

PREFERRED QUALIFICATIONS:

- A minimum of one year of health education promotion practicum experience (or completion of required internship experience).
- Familiarity with assessment planning, data collection, program planning and implementation and evaluation.
- Experience with marketing and health communication.
- Understanding of health literacy and health behavior theories.
- Experience with college student development.

STIPEND & BENEFITS:

- \$11,000 for an academic year appointment (average 20 work hours per week) paid semi-monthly.
- Full tuition waiver **
- Assistance with health insurance costs (if necessary)
- Possible assistance with travel costs for professional related development where appropriate.
- Summer break employment may be available (hourly rate)
- Official University holidays off.

**waiver of fees up to 16 hours per semester.

SUPERVISOR(S): Associate Director, Kent State of Well-being

HOW TO APPLY:

Current Kent State Students: Please submit a cover letter and resume via Handshake web portal by Sunday, March 1st, 2026, at 11:59p.m. EST.

Applicants Outside of Kent State University: Please submit a cover letter and resume to Jeff Kingery, Coordinator of Student Personnel at jkinger2@kent.edu by Sunday, March 1, 2026, at 11:59p.m. EST

APPLICATION AND PROCEDURE: Please submit application and resume via Handshake application web portal.

Applications will be accepted and reviewed until the position is filled.

MISCELLANEOUS INFORMATION: Preferred candidates shall pursue the following graduate degree programs: Health Education and Promotion, Health Policy and Management, Public Health, and Higher Education Administration and Student Affairs. However, applicants interested in other graduate degree programs are also encouraged to apply.

Graduate School Admissions and Application Information:

- Minimum GPA of 3.0 required for admission.
- GRE may be required (contact Graduate Coordinator of the appropriate school for more details).
- Applications for graduate school may be obtained from the websites listed below.
 - College of Education, Health, and Human Services: <https://www.kent.edu/ehhs/graduate-programs>
 - List of all eligible Graduate Programs: https://catalog.kent.edu/programs/#filter=.filter_2&.filter_5&.filter_6&.filter_47

TYPICAL WORK SCHEDULE AND HOURS:

- Assigned work hours are based on student availability and need. We appreciate that you are a student first.
- The appointment start date will be August 20, 2026, until May 19, 2027 (end of appointment), with certain academic breaks off unless predetermined by student and supervisor.
- A set schedule will be created and shared at the beginning of the fall and spring semester for certain aspects of the job. These hours will also be assigned based on availability.
- The Well-being Graduate Assistant is expected to keep regularly scheduled office hours in person in the Student

Recreation and Wellness Center (an average of 20 hours/week) during the semester, unless otherwise specified by the supervisor.

- It is preferred that the Graduate Assistant have office hours at least 3 days per week Monday- Friday and that these hours take place during regular business hours for the department and area (8am-5pm).
- The Graduate Assistant may be asked and should be available to staff occasional night and weekend programming and training.
- The Well-being Graduate Assistant must be available to attend all staff meetings/trainings during the fall and spring semesters.

APPEARANCE AND DRESS: The Well-being Graduate Assistant will be clean and neatly attired while on duty. Business casual dress is expected and a RecWell staff shirt (polo) and nametag (provided) can be worn when in the building. Business attire may be needed for administrative level meetings or program presentations. Staff may wear jeans and a Kent State T-shirt on Fridays, unless otherwise stipulated by the supervisor.

QUESTIONS? Contact Meghan Factor-Page at mfactor@kent.edu

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
 - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner.
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, vision, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT (describes who we are):** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **VISION STATEMENT (describes our purpose):** Connecting people through recreation and wellness experiences to support lifelong well-being.
- **VALUES (describes what guides our practice):** Belonging, Excellence, and Sustainability

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

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