

EMORY
RESIDENCE LIFE & HOUSING
A Division of Campus Life

Residence Hall Director Fellowship

Student Health and Counseling Services

Description of Position:

The RHD Fellow in Health Promotion will help advance the mission and goals of the Emory University Student Health and Counseling Services.

We seek a Fellow who demonstrates leadership, accountability and maturity. Successful applicants will be confident public speakers, excellent group facilitators, able to cultivate student leaders, familiar with Emory resources, skilled in research (i.e. library research, online queries, data analysis), and talented in graphics design and/or possessing multimedia capabilities (strongly desired but not mandatory).

Responsibilities:

Research

- The Fellow would research topics in the fields of health promotion and sexual assault response and education, including best-practices, interventions and related strategies

Marketing

- The Fellow would assume marketing responsibilities, including production of *The Health Education Heartbeat*, a monthly e-newsletter for residence life staff; updating the program's website; and launching 3-4 print public awareness and behavioral and attitudinal change campaigns over the course of the academic year.

Peer Education, Training and Community Outreach

- The Fellow would act as co-advisor to student groups, including the Sexual Assault Awareness Greek Advocates (SAAGA) and Take Back the Night (TBTN)
 - i. Responsibilities to SAAGA include:
 1. Meeting with the executive board on a bi-weekly basis
 2. Attending and co-facilitating general body meetings on a bi-weekly basis
 3. Delivering 2-3 sexual assault awareness campaigns (info booths, flyers, brochures, etc) per year. Past examples of campaigns include Freshman Hall Introductions, Sexual Assault Awareness Week, etc.
 4. Maintain SAAGA membership lists, including keeping track of attendance, program involvement, and informing members when they are no longer eligible to act as a SAAGA representative
 5. Reviewing SAAGA educational and publicity materials
 6. Coordination of New Member training sessions with the Coordinator of Sexual Assault Prevention Education and Response
 - ii. Responsibilities to TBTN include:
 1. Attending TBTN planning meetings.
 2. Meeting with TBTN executive board on a weekly or bi-weekly basis as necessary.
 3. Meeting and advising TBTN committees as necessary.
 4. Assist with the planning and implementation of TBTN publicity and marketing plan.

5. Reviewing TBTN publicity and informational materials
 6. Attending and supporting TBTN events.
- The Fellow would participate in committee meetings on behalf of sexual assault awareness and health promotion.
 - The Fellow would take charge in forming a relationship with Residence Life student staff, such as assisting in fall and/or winter training sessions, developing a Brown Bag Lunch series, etc.
 - The Fellow would assist with materials distribution.
 - The Fellow would organize outreach at all Wonderful Wednesdays and offer information tables at least twice per semester in each graduate and professional school
 - Some events will require occasional night and/or weekend commitments.
 - The Fellow will act as liaison to Orientation Leaders during Spring training to provide sexual assault awareness information.

Program Development, Implementation and Evaluation

- The Fellow would assist in the development, implementation, and evaluation of various programs. Past examples include the *Stall Street Journal Series*, hall presentations about sexual assault prevention and response, PE 101 lectures and labs, bulletin board kit development and distribution, etc.
- The Fellow would be responsible for developing new programming ideas, and creating lesson plans for the delivery of such programs.

Administrative Duties

- The Fellow would make an effort to attend the Student Health Services and Counseling Center retreat in August.
- The Fellow would be responsible for maintaining and updating a projects list; making, sending, and returning phone calls and e-mails; keeping a current, shared calendar in Outlook; and general office work.
- The Fellow would attend bi-monthly staff meetings in the Health Education and Promotion department, as well as coordinate events and projects with staff members in the department.
- The Fellow would attend Campus Life administrative staff meetings.
- Opportunities for involvement in departmental and campus committees, such as the Unity Month Planning Committee and the Women's Health group.
- Other duties as assigned.

Reportability:

The RHD Fellow reports directly to the Director of Health Education and Promotion, Heather Zesiger, MPH, CHES.

Qualifications Desired:

Bachelor's Degree; demonstrated experiences in educational programming and special event planning; campus recreation experience; strong organizational skills; excellent written and verbal communication skills; and, public relations and customer-service skills.

Terms of Employment:

The SYE fellowship will begin the day after Labor Day. The fellow will be expected to work 20 hours/week at his/her designated fellowship, and 20 hours/week for the duties assigned as a RHD.

Emory University is an Equal Opportunity Affirmative Action Employer.