



# HUMBOLDT STATE UNIVERSITY



## Health Education Grant Data and Campus Prevention Programs Assistant

Closes: Friday, November 16, 2018

**(Job # 18-68) Health Education Assistant, Health Education Grant Data and Campus Prevention Programs Assistant, \$3,395-\$6,361/month.** Appointments are normally made at the very beginning of the salary range. This is a full-time, benefitted, 11/12 pay plan (work 11 months of the year with pay and benefits spread over 12 months), non-exempt position with a one-year probationary period in Student Health and Wellbeing Services. With a working title of Health Education Grant Data and Campus Prevention Programs Assistant, the position is classified as a Health Education Assistant.

**The Place:** Known for its quality academic programs and its hands-on approach to learning, Humboldt State University has a well-earned reputation as one of the best primarily undergraduate public universities in the United States. The residential and rural campus of 8,200 students is nestled between mountains, giant redwood trees, and breathtaking Pacific Ocean beaches. The local area offers many outdoor recreation opportunities as well as a full range of dining, cultural, and entertainment opportunities, all without the hassle and expense of a major metropolitan area. Local K-12 schools consistently rank in the top 10% in the state, and the local produce is second to none. Humboldt State University also benefits from being part of the world's largest university system, the 23-campus California State University (CSU).

The purpose of Student Health and Wellness Services (SH&WS) at Humboldt State is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional outreach, referrals, educational services and campus consultations. Student Health Center staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees understand, support, and comply with the mission, goals, policies, and procedures of SH&WS; and accept the concept of a team and the multidisciplinary approach to providing quality health care. The SH&WS team works closely together to serve their mission, while also valuing a warm, fun, and collegial environment – frequent laughter, occasional staff pot lucks, and a group of talented people serving a meaningful mission together make SH&WS a great place to work, full of exceptionally dedicated staff who are excited to welcome new staff members to our team.

**Duties:** Under the oversight of the Lead for Health Education and Clinic Support Services, the Health Education Assistant is responsible for providing support for the Health Education program as well as supporting the department and business unit with a range of related grant-supported activities. Due to increased grant funding and a campus-wide recognition of the importance of investing in student physical/mental health needs to support student success, this division is experiencing dynamic growth and positive change. Performance of varied support duties including, but not limited to the following:

- Enhance infrastructure to increase our capacity to implement, sustain, and improve effective health education in support of mental health services with the purpose of supporting a comprehensive approach to suicide prevention;
- Quarterly reporting to grant funders (e.g. Department of Health and Human Services SAMHSA);
- Expand efforts to promote wellness and help-seeking of all students and forefront prevention strategies, campus trainings for students, faculty, and staff, and detailed postvention plans;
- Collect, enter, and produce reports on program outcome data;
- Assist in the management of grant supported education activities, including leading I CAN HELP Suicide Gatekeeper trainings;
- Assist in the collection and basic compilation/analysis of program outcome data.
- Assist in planning and conducting discussion groups, workshops, open sessions, and other health education activities;
- Provide health education talks to selected groups covering relevant current and emerging university and community health issues including but limited to sexualized violence, alcohol and other drugs, and food insecurity;
- Assist in the design, preparation, pre-testing, and distribution of health education materials and audio-visual aids such as pamphlets, posters, video and web-based program;
- Compile, review and maintain an inventory of current health education material for students and staff;
- Assist with specific campus programs such as Oh SNAP Food Programs campus food pantry, thrift store, and others.

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- Identify and catalog campus and community resources which will be useful in implementing health education programs;
- Conduct assessment activities to acquire relevant data and program outcomes;
- Other duties as assigned.

**Minimum Qualifications:** Education equivalent to a high school diploma or combination of education and experience which provides the knowledge, skills, and abilities listed below.

## **Required Knowledge, Skills & Abilities:**

General Knowledge of:

- Techniques for collecting and compiling data, and the means of disseminating educational information to the public through various mass and audio or visual media

Working Knowledge of:

- Elements of health education programming and prevention models

Ability to:

- Plan, organize and implement a variety of office needs based on specific program requirements
- Collect, compile, and analyze quantitative data and facility with the means of disseminating educational information to the public through various mass and audio or visual media
- Communicate effectively, both orally and in writing, to individuals with various interests and from varying cultural and ethnic backgrounds
- Prepare and deliver informational talks or lead group discussions using visual and other aids and provide clear, understandable answers to questions which are raised by target group audiences
- Adhere to deadlines
- Conduct interviews or group discussions to obtain data on health habits and needs, observe reactions to questions, and record or summarize findings
- Consistently model a high degree of customer service and student focus while demonstrating sensitivity to cross-cultural perspectives and experiences
- Conduct research using a variety of sources to develop and prepare education materials
- Draft simple staff reports and articles for publication in newsletters and bulletins
- Maintain confidentiality consistent with applicable state and federal regulations
- Establish and maintain effective working relationships with campus community
- Perform strenuous work, lift 50 pounds and stand for long periods of time
- Work effectively in a multicultural/multiethnic environment

## **Preferred Qualifications:**

- Undergraduate degree or course study or volunteer / work experience in research, mental health, health education, social work, data science, grants management, or a related field
- Experience in data tracking as a college instructor or K-12 teacher
- Experience in psychology, education, social work, or other related field
- Completed graduate course work or license in social work or mental health therapy
- Degree in public health or closely related field
- Experience working with cases of substance abuse, sexualized violence, alcohol and other drugs, and other college health issues
- Bilingual English/Spanish language ability

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/56872>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Friday, November 16, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to [careers@humboldt.edu](mailto:careers@humboldt.edu) that includes the job number (18-68) and applicant's last name in the subject line of the message.

*HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.*

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 8145

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

Publication Date: October 18, 2018

*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.