

JOB DESCRIPTION

Department: Housing & Residential Life
Job Title: Graduate Assistant for Case Management & Wellbeing
Weekly Hours: 15 - 20 Hours/Week
Term: August 1st through May 31st

The University of Miami is home to nearly 17,000 undergraduate and graduate students from every state in the nation and 140 nations around the world. The Department of Housing and Residential Life is home to an extensive and diverse residential program featuring seven residential communities. The cornerstone of the residential program is a system of residential colleges that blend the Oxford and Cambridge tradition of live-in faculty with the American commitment to student development and academic success. Residential Colleges range in size from 400 – 700 students. The University also offers apartment-style areas housing approximately 800 - 1100 upper-class students. We strive to fulfill our vision – Student Housing for Student Success.

General Description (Purpose and Function):

Supervised by the Case Manager, the Graduate Assistant for Case Management and Wellbeing will provide support to Housing and Residential Life's student wellbeing initiatives. The Graduate Assistant will play a pivotal role in enhancing the residential experience for our students by working with student & professional staff to support wellbeing programming and initiatives. The Graduate Assistant will be responsible as the lead on a relevant mental health series to be delivered to each residential area once per semester and will support well-being initiatives in an administrative capacity.

Primary Duties and Responsibilities:

- Develop and implement educational workshops or seminars focused on dimensions of wellbeing.
- Assist in the coordination of mental health awareness campaigns or events throughout the academic year.
- Attend Healthy 'Cane Network meetings.
- Provide support at Healthy 'Cane Network programs and events.
- Serve as the point of contact for providing wellbeing programming data to inform Healthy Cane Network newsletters and reporting requirements.
- Assist in the collection and analysis of programming and case management data to identify trends and areas of improvement to increase the reach and efficacy of services.
- Participate in outreach to campus partners to increase collaboration between case management and referral sources to positively impact student support and success.
- Participate in ongoing training and professional development opportunities related to mental health, crisis intervention, and student support services to inform programmatic work.

Systems Management

The position utilizes the following software platforms:

- StarRez
- Qualtrics
- Microsoft Office Suite (Teams, Word, Excel, PowerPoint, etc.)

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Knowledge, Skills, and Abilities:

- Strong understanding of mental health and wellbeing principles, particularly in a university setting.
- Excellent organizational and time management skills to effectively balance multiple responsibilities and meet deadlines.
- Ability to communicate effectively, both orally and in writing, with diverse stakeholders including students, staff, and campus partners.
- Demonstrated ability to work independently and collaboratively within a team environment.
- Familiarity with data collection and analysis techniques to assess program effectiveness and identify areas for improvement.
- Previous experience or coursework in psychology, counseling, public health, college student personnel, higher education, or related field is preferred but not required.

Work Schedule:

Position is required to work 15-20 hours per week between office hours and evening/weekend events. Office hours are to be set up with the Case Manager. The position requires 8 to 10 hours per week to be during 8:30am-5:00pm business hours.

- Graduate Assistant must be available for opening periods from early August through May
- Contract dates are negotiable
- Contract may be renewed annually

Requirements (Essential Requirements):

- Bachelor's degree and current graduate student status at the University of Miami.
- Current graduate student in psychology, counseling, public health, college student personnel, higher education, or related field preferred.
- Demonstrated experience in an educational or training environment.

Compensation:

- This contract is for ten (10) months, with a \$1,800 per month stipend that will be dispersed monthly throughout the term of the assistantship.
- This position does not include a tuition waiver.

*Please note that this job description outlines the general scope of the position, and responsibilities may evolve to meet the needs of the department. *

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