

Office of Prevention and Education- Graduate Assistant for Sexual Health Promotion

About the Office

The Office of Prevention and Education at Northeastern (OPEN) seeks to promote a safer, healthier Northeastern community by providing evidence-based education, prevention, and resources on the topics of alcohol and other drugs, sexual violence, sexual health, and other wellness-related topics.

Eligibility requirements

- 4th or 5th year Northeastern undergraduate students OR
- Incoming or continuing student enrolled in a graduate program at Northeastern University

Responsibilities

1. Manage the day-to-day operations of OPEN's [Frisky Husky Program](#), a program that provides free delivery of sexual health supplies to Northeastern students
 - Pull and fill orders each morning (or most mornings) Monday-Friday
 - Track and order sexual health supplies to meet need
 - Organize volunteers to help pack supplies
 - Find creative ways to promote program
 - Troubleshoot any issues as needed
2. Develop and promote sexual health education
 - Update educational materials for Frisky Husky as needed in conjunction with OPEN staff
 - Build out *inclusive and accurate* sexual health content on OPEN website and social media
 - Create and provide presentations or programs as needed
3. Evaluate Frisky Husky program
 - Track trends and usage of Frisky Husky program
 - Administer survey to students who order through Frisky Husky
 - Analyze survey data
 - Provide updates to OPEN staff as well as end of year report

An ideal candidate:

- Has a strong interest in sexual health as well as previous training/ experience in the field
- Is reliable, professional, and detail-oriented
- Is a problem-solver and self-starter who can work independently to trouble shoot issues that may arise

- Is creative and takes initiative- has ideas about how to further build on existing programs
- Shows strong attention to detail and commitment to producing high-quality work
- Demonstrates experience developing educational content that is inclusive
- Has experience evaluating programs and/or willingness to learn
- Is familiar with Northeastern systems/ student culture
- Is comfortable developing engaging social media content
- Is interested and able to work multiple academic years

Compensation: \$18.75/hour

Time Commitment: 20 hours/week for 2021-2022 academic year, available to fill Frisky Husky orders most mornings Monday-Friday, other hours can be flexible and/or remote

To apply: Please send a resume and cover letter to open@northeastern.edu by Friday June 25, 2021.