

Office of Prevention and Education- Graduate Assistant

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

- Incoming or continuing student enrolled in a graduate program at Northeastern University

Responsibilities

1. Create a warm and welcoming space for students who walk in
 - The GA will be one of the first points of contact for the office
2. Provide administrative assistance to the OPEN office
 - Pull electronic case files
 - Manage scheduling for office
 - Answer phones and emails
 - Assist with budget and reconciliation
 - Place orders for office supplies etc.
3. Support Up2Us sexual violence prevention program
 - Prepare materials
 - Communicate with faculty, staff and presenters
 - Ensure accurate scheduling
4. Plan Awareness months in conjunction with other OPEN staff
 - Work with OPEN staff to develop programming and social media content for awareness months (Sexual Assault Awareness Month, Domestic Violence Awareness Month, Alcohol Awareness Month etc)
5. Support social media efforts
 - Work with OPEN staff to develop social media schedule
 - Create and post content
6. Other duties as assigned (depending on interest and skills)
 - Eg. Create printed content
 - Eg. Data entry/ analysis

An ideal candidate:

- Is reliable, professional, organized and detail-oriented
- Is a problem-solver and self-starter who can work independently to trouble shoot issues that may arise in order to help the office run smoothly

- Is warm and empathic, helps students to feel welcome
- Is able to handle confidential information with discretion
- Shows strong attention to detail and commitment to producing high-quality work
- Demonstrates strong verbal and written communication skills
- Experience with program planning, social media, and/or graphic design a plus
- Is interested and able to work multiple academic years (preferred not required)

Compensation: \$18.75/hour

Time Commitment: 20 hours/week for 2021-2022 academic year, available 2-3 days a week Monday- Friday. GA will work for example, Monday 8:30-5, Tuesday 8:30-5, Wednesday 8:30-12pm

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