**Healthy Campus Initiative (HCI)**

**MindWell**

**Graduate Student Researcher (GSR)**

**Job Description**

**Summary Statement:**

The primary responsibility of the HCI-appointed GSR or equivalent HCI-related faculty support person is to assist the assigned pod leader or other HCI faculty member in the successful completion of research, planning, implementation, evaluation, documentation of HCI-related projects, programming, events, presentations, courses, as well as other duties as assigned. The goal of the Healthy Campus Initiative is to improve the health and wellbeing of the UCLA community through the development of new ideas and expansion of existing programs in education, service and research. The HCI serves as an incubator of new ideas that are developed and tested; if shown to be valuable, viable and effective the new activities/programs/courses are then presented for incorporation into the programming/operations of the appropriately identified functional home on campus.

**Type of Supervision**

Working under the supervision of the pod leader or HCI-related faculty member, the incumbent conducts research, problem solves, exercises initiative in carrying out duties; regularly meets with supervisor to discuss priorities and direction, and to provide status and progress of projects.

**Duties & Tasks**

**Appointment-related**

The specific duties for the HCI-related assignments will be defined by the supervising pod leader or other HCI faculty member.

* Research
  + Coordinate and support research efforts, including management of a database of wellbeing resources
  + Assist with the design of evaluation plans
  + Assist with IRB application process

**HCI Duties**

The following duties are specific HCI responsibilities that are required of all HCI GSR and equivalent HCI-related faculty support positions.

* Event Planning:
  + Coordinate the 2019 Eudaimonia Awards Ceremony with the assistance of other pod members
* Meetings:
  + Coordinate logistics of pod/committee meetings: schedule meeting dates/times; arrange meeting location and related AV, conference lines; send meeting notifications and reminders; document meeting proceedings, decisions and action items; distribute meeting notes and maintain meeting records
  + Attend monthly GSR/staff meetings
  + Attend HCI Steering Committee meetings
* Tabling: Represent HCI at tabling events, minimum of six shifts per year (July-June)
* Communication:
  + - Interface with various campus organizations, including student groups and departments
    - Develop, share and update topic-related outreach materials
    - Maintain pod/committee members list and corresponding list serv
    - Respond to topic-related inquiries in an appropriate and timely manner
    - HCI Google Drive: Develop and maintain topic-related section of HCI’s Google Drive collaboration site (established to provide common collaborative space for core HCI stakeholders’ use and access to HCI information) to ensure current, relevant information is available for reference and access for use in current projects as well archiving documents for historical background and future reference
    - Website, Blog, and Social Media:
      * Ensure that website reflects up-to-date information about events specific to your pod
      * You are responsible for updating all of your pod’s content including:
        + Photos, videos, and captions
        + Events
        + Pod specific Campus Programs, Resources, and Courses to provide the UCLA community and general public with vibrant, relevant and meaningful health and wellness information and resources
  + Facilitate **monthly** blog contributions to HCI website from pod members
  + Mentor your pod’s undergraduate staff blogger
    - You can ask bloggers to cover a specific topic or event
    - All topics should be approved by pod GSR before being written by undergraduate staffer
    - All posts should be read by GSR to check for accuracy before publishing
  + Submit contents to social media coordinator about events/announcements for Twitter, Facebook, Instagram once a week
  + Student Group Funding Application Review:
    - Participate in the review of student group applications for HCI funding
  + Annual Celebration and Student Group Poster Event: o Participate in the development, coordination and execution of programming activities and presentations for the annual event (e.g. 2015 HCI Symposium)
  + Progress Report: o Compile information regarding the pod/committee accomplishments and prepare draft of related section for the annual HCI Progress Report
  + Assist, support and collaborate with other HCI pods/groups efforts by participating in events and activities; sharing and documenting information and lessons learned with other HCI members

**Skills, Knowledge & Abilities**

* + Communication
    - Demonstrated oral and written communication skills to effectively represent HCI in responding to inquiries, making presentations, and interacting with UCLA community and HCI stakeholders
    - Ability to write effective, clear, concise, grammatically correct, business appropriate correspondence, reports and other material
  + Organization
    - Ability to organize and coordinate meetings, events/activities, projects
    - Skilled in organizing information in an accessible manner for reporting, access and reference
  + Interpersonal Skills
    - Ability to interact professionally, effectively and diplomatically with all levels of faculty, staff and senior administrators
    - Demonstrated interpersonal skills to establish and maintain cooperative working relationship with members of the campus community
    - Demonstrated ability to communicate and interact with diplomacy, tact and political sensitivity with campus constituencies of diverse ethnic, social, cultural, economic and educational backgrounds

**Eligibility & Compensation:**

* This is a 50% time appointment for Fall, Winter & Spring under the payroll title of Graduate Student Researcher (GSR) with opportunity for an extended GSR appointment for the 2019-2020 academic year.
* Appointment includes in-state fee remissions and UC-SHIP. GSR must be a full-time student (minimum of 12 credits per quarter) and maintain a 3.0 GPA.

**Application Process:**

* Applications will be reviewed on a rolling basis until September 21st.
* A completed application packet will include:
  + Cover letter
  + Curriculum vita/Resume
  + 2 references and contact information