

Department: Student Health and Wellness (SHaW), Health Promotion
University Title: Class II - Student Administrative Assistant - 2110ST
Internal Title: UConn Sexpert - Peer Health Educator

Date Posted: 1/4/2024

Hourly Rate: \$15.69 (starting)

Openings: 4

Hours: 8 - 10 hours/week

Job Description

Job Summary

Under direct supervision of the Program Manager for Sexual Health and Peer Education Initiatives, the **UConn Sexpert – Peer Health Educator** promotes, develops, and implements sexual health and wellness programming across campus. Taking a public health and pro-equity approach, the UConn Sexpert Peer Educator is committed to delivering and enhancing sustainable and evidenced-based health promotion and education initiatives, by increasing the confidence and skills of UConn students to improve student sexual health and well-being.

This on-campus position reports to the Program Manager for Sexual Health and Peer Education Initiatives. This position may also have a dual-reporting line to a Graduate Assistant if one has been assigned to the program. Internal reporting structures, such as to peer coordinators, may also be present.

Job Responsibilities:

Job responsibilities vary by individual assignments and departmental needs, but may include:

- Develop and deliver educational programs and workshops to UConn students on various sexual health topics, including but not limited to safer-sex strategies, sexually transmitted infections, birth control, sexual boundaries and consent, pleasure, and healthy decision making
- Support the gloveBOX condom-delivery program, which includes folding boxes, printing labels, filling daily orders, staffing various gloveBOX related events, managing inventory of condoms and other safer-sex supplies, staffing off-campus pick-up slots, and updating order form and web resources
- Serve in a support role for UConn Sexpert Office Hours, by providing 1:1 peer support to drop-in students, providing education and referrals
- Respond to Ask the Sexpert anonymous questions in writing and via video on social media
- Research best practices in health education strategies and remain up to date with evidence-informed and evidence-based interventions.
- Assist management with conducting educational needs assessments, compiles program and student data, and prepares reports to aid in evaluating initiative and program effectiveness. Recommend changes or improvements.
- May create content in various modalities to complement and enhance the overall student health promotion and education program.
- May create and distribute marketing and promotional materials for all assigned programs and initiatives.
- Supports the planning of programs, workshops, and events; may create and present training and outreach materials.
- Responds to inquiries from program participants, students, and makes referrals as appropriate.
- Performs related work as required, including general administrative tasks, and some evening and weekend activities to reach desired audiences and program objectives.

Job Requirements

This on-campus, in-person position is for 8 - 10 hours a week and may be adjusted based on departmental needs and budget. Working hours are primarily between 8:30am-8:30pm, Monday – Friday. Occasional weekend hours are required. Shifts are expected to be performed in-person, on the Storrs campus. **This position is not eligible for remote work or telecommuting, except for special circumstances. Campus parking is not provided.**

Applicants must be able to commit to at-least one full year of service (Fall 2024 and Spring 2025). Continuation of this appointment is subject to continued departmental needs and satisfactory performance of job functions.

Minimum Qualifications:

- Interest in promoting sexual health and wellness on campus
- Strong organizational skills and attention to detail
- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Experience working with diverse populations and a demonstrated commitment to diversity, equity, and inclusion
- Ability to operate a computer and phone with access to personal laptop or phone
- Ability to operate a copy machine, printer, fax, scanner, and other office equipment