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**Job Title:** Student Assistant

**Department:** Department of Athletics – Mental Health Services
**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible with class schedule)

**Position Summary:**

The Student Assistant will support the Athletics Mental Health Services team by assisting with educational programming, wellness initiatives, administrative tasks, and promotional efforts related to student-athlete mental well-being. This position is ideal for students pursuing careers in psychology, social work, counseling, public health, or sports administration. The role offers hands-on experience in supporting mental health initiatives within a Division I athletics environment while promoting a culture of care and performance.

**Purpose and Learning Outcomes:**

* Understand the foundational concepts of student-athlete mental health and wellness in a collegiate athletics setting.
* Develop skills in event coordination, peer outreach, and resource promotion.
* Gain experience working on interdisciplinary teams and maintaining confidentiality in sensitive matters.
* Strengthen their organizational, communication, and leadership skills.
* Become an advocate for mental health awareness and emotional well-being within athletics.

**Key Responsibilities:**

* Assist with planning and promoting mental health and wellness programming (e.g., Mental Health Awareness Month, self-care events, workshops).
* Support administrative tasks such as appointment scheduling, file organization, and communication with student-athletes and staff.
* Help create and distribute educational and promotional materials (digital flyers, social media posts, handouts).
* Support outreach efforts to increase awareness and reduce stigma around mental health in athletics.
* Maintain confidentiality and professionalism in all interactions with student-athletes and staff.
* Attend departmental meetings and training sessions as required.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Pursuing a major in Psychology, Social Work, or Sport Management.
* Passion for mental health advocacy and promoting student well-being.
* Experience with event planning, peer mentoring, or wellness programming is a plus.
* Familiarity with Canva, Microsoft Office, or social media platforms for content creation.

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5.
* Strong interpersonal and written communication skills.
* Ability to handle sensitive and confidential information with discretion.
* Commitment to promoting a supportive, inclusive, and student-centered environment.
* Available to work up to 20 hours per week.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Equity and Inclusion – The student will provide resources and services to all individuals, using feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
* Teamwork – The student will be able to listen carefully to others, taking time to understand and ask appropriate questions.