

UCLA RISE Center

RISE Center Graduate Assistant Application 2023-2024



The [UCLA RISE Center](#) is our campus wellness hub. The RISE Center's core mission is to uplift and support every Bruin's well-being by providing the education, resources, and tools needed to foster **health, healing, and hope** for themselves and the world around them.

As an extension of [Counseling and Psychological Services \(CAPS\)](#), we are committed to helping students build a strong foundation of resilience that includes caring for their mental wellness through daily practice.

The RISE Center serves as a prominent campus resource to support student health & well-being within the Division of Student Affairs.

RISE Center Graduate Assistant Position Description

Work with Health & Well-Being Coordinators to create and present workshops and events that cater to student's mental health needs and interests with opportunities to create independent workshops including hosting a quarterly signature program

Communicate regularly with RISE Program Director to assist in supporting RISE programming and visioning goals

Provide administrative and organization support by managing tasks like the website, newsletter, community calendar, kiosk, forms, google drive, etc.

Acquire knowledge of and assist with data collection around UCLA student resources specific to mental health and general well-being

Support campus initiatives around health & well-being and serve as liaison to Campus Partners

Interact and engage with students visiting the RISE center and assist in organization of center

Assist with tabling events by participating, setting up/cleaning up, and engaging with UCLA community

Collaborate with student and Pro staff in weekly meetings

Create event and website flyers and infographics

Oversee and assist with ongoing development of on Campus Well-Being Resource Directory, Be Well Bruin

Position Expectations and Requirements

Start Date: Start date may range from August 29, 2023 to September 25, 2023.

With first official shift being the *in-person* Student Staff Orientation on Tuesday, September 26th from 10:00 am -3:00 pm

Minimum requirements

The successful candidate will hold a bachelor's degree from an accredited institution and be enrolled in a graduate program at UCLA

Preferred requirements

The candidate will have some experience in higher education or a related field

Strong desire to work in mental health and well-being field

Self-starter and ability to work independently

Strong communication skills (willingness to ask clarifying questions when needed)

Ability to de escalate students in crisis

Comfort with creating presentations and presenting while engaging with students and staff

Collaborative spirit, able to work well in a team environment

Strong organization skills and attention to details

Familiarity with and willingness to learn tech applications including Google Suite, Canva, the UCLA forms and website system

Compensation

Internships compensation will include \$19.00/hour for 10-20 hours a week.

Contact Information: Please email your resume & cover letter no later than Friday, June 23rd, 2023, to:

Theresa Thibodeaux - RISE Program Director

Email: tthibodeaux@caps.ucla.edu

RISE Center

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