

**Non-Teaching Graduate Assistantship for the Holistic Health Care Program
For Academic Year 2009-2010 (Fall and Spring Semesters)
Application Deadline: February 20, 2009, Interviews in March**

GA, Holistic Health Care Program

One position full-time assistantship, 20 hours a week, academic year appointment with the possibility of part time summer.

This appointment requires an enrollment of a minimum of 6 credit hours (and up to 9 credit hours) per semester for full-time appointments. The award reimburses students for tuition and a small stipend. Students must be admitted to a graduate level degree or certificate program. Preference will be given to students who are in the Graduate Certificate program or have taken holistic classes, as well as those with strong organizational skills, and interest in the field of holistic health. Others are encouraged to apply.

Graduate Assistant Responsibilities:

- General office duties: word processing, proofreading/editing, copying
- Handling and e-mail inquiries
- Process admission application materials for Certificate Program
- Advise and recruit students
- Help plan and organize department events
- Represent the department at college or university functions
- Information management
 - Adjunct Faculty, Alumni and Advisory Board relations
 - Manage resource library
- Attend staff meetings, prepare and distribute minutes
- Help with general planning
- Assist with research projects
- Assist with curriculum projects

To apply for this position please submit the following:

1. Letter of interest
2. Resume or vita, including current address and phone number
3. Describe any experience, talents, or skills that you have that relate to the criteria listed.

If you have any questions or to see *Graduate Student Appointee Information*.

(All Graduate Assistants will be required to attend a GA Training event in the fall.)

Send to: Graduate Assistant Office, Holistic Health Program, WMU, 1903 W. Michigan Ave., Kalamazoo, MI 49008-5212 or deliver to the College of Health and Human Services Building, Holistic Health Program, 2nd Floor, attention Gay Walker.