Graduate Assistantship -Student Health
The Graduate Assistantship in Student Health is a unique, challenging, and exciting opportunity to work closely with campus health officials to plan for and respond to the COVID-19 pandemic on a residential campus. The assistant supports the department’s clinical, public health, and educational functions and reports directly to the Director of Student Health. In addition, the individual will have daily contact with registered nurses, physicians, and other local department medical providers. The position requires strict compliance with Student Health confidentiality policies and procedures to protect the privacy of students personal and health information.

Responsibilities:

- Prepare data reports, PowerPoints, charts and graphs daily as requested by Director of Student Health
- Develop educational materials for students and update regularly
- Design posters, flyers, messages and alerts marketing Student Health Center programs and services
  - Submit materials for submission via the Print Shop, The Dome, Today@Canisius, etc.
- Write monthly parent newsletter in consultation with Director of Student Health
- Monitor the New York State Department of Health and the CDC COVID-19 web sites for new guidance and recommendations and update the Director of Student Health
- Manage all aspects of the “flu shot” clinics schedule for campus working closely with Wegmans Pharmacy
  - Developing marketing materials and assisting students in signing up for vaccination clinic
- Assist with COVID testing both arrival screening and surveillance by
  - Compiling spreadsheet for submission to ECLRS
  - Serve as front desk registration at testing site.
- Conduct initial telephone or web based interactions with students recently placed in quarantine and isolation to ensure understanding of those requirements
- Contact students self-reporting COVID-19 illness to determine isolation location, access to appropriate medical care and adequate supports
- Conduct regular telephone or web based interactions, under the direction of Director of Student Health, to ensure students in on campus isolation and quarantine have adequate supports (social, educational, food, medicine etc) in place to ensure their safety and welfare.
- Advocate for needed support, after consultation with Director of Student Health, by reaching out to appropriate campus official
- Complete the Johns Hopkins Contact Tracer training modules.
- Manage and conduct all contact tracer trainings.
- Update the Google contact tracing sheet and script as needed to comply with the changes in quarantine requirements.
- Maintain a schedule for contact tracers for the entire academic year.
- Assist with all department contact tracing activities which may include gathering information requested by Erie County Health Department and Director of Student Health on close contacts of confirmed COVID 19 cases, class rosters, team rosters, club rosters etc.

- Assist clinical activities by delivering and retrieving in home testing diagnostic testing kits to students in on campus housing

- Assist front desk operations by managing telephones, greeting students, updating demographic and health insurance information

5/2021