

HPW Office Assistant Spring 2024

HPW Office Assistant

Working closely with the Administrative Analyst, you will have the opportunity to lead the front desk operations and support the HPW office. Help increase students' knowledge about available health and wellness resources, programs and services on campus!

What you will do:

Lead front desk operations by coming into the HPW office, respond to inquiries, direct students to the appropriate health and wellness resources and services, assist HPW Ambassadors (student volunteers) and other office related tasks
Prepare and restock health and wellness kits and items (safer sex kits, self-care kits, basic needs kits and promotional giveaways)

Perform administrative tasks required by HPW staff such as completing forms, tracking documents, inventory, promo items, spreadsheets, emailing, signage, pick up mail, and etc.

Ordering Supplies and assist with catering orders

Support Administrative Analyst with data collections, reporting, and logistics

Support HPW programming, workshops, outreach, activities, and events

Flexible to assist with a variety of office tasks, projects and collaborations

What it takes to be successful in this role:

You are committed to come into the HPW office for in-person work and leading front desk operations

Able to work Friday afternoons (12-4pm)

You are committed to learning and growing personally and professionally

You are organized, have strong writing skills and a good communicator (ex: emails, phone, etc.)

You take initiative and would like to develop your leadership skills

You are flexible, can adapt to changes easily, work well under pressure and able to multitask

You are skilled or have some experience with software programs such as Microsoft Suite (Word, Excel & PowerPoint), Canva, GatorXperience, MailChimp and iLearn

You have some experience with outreach work and/or administrative work

You are passionate about health & wellness, advocacy, social work and/or community-based work