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