Graduate Coordinator– Wellness Center

Post Date: 
Category: Administrative-Clerical
Department: Wellness Center
Status: Graduate Coordinator - paid hourly during the fall & spring semesters
Deadline Date: 

Position Summary: 
The Wellbeing Graduate Coordinator, under the direction of the Office Manager for Student Wellness and the Associate Director of Counseling and Psychological Services, will create and support departmental web pages, assist staff with program coordinating and clerical functions within the Wellness Center. The successful candidate will be responsible for helping to maintain a smoothly functioning center.

The responsibilities of this position include working independently and as a member of a team under moderate supervision to:

1) maintain a high level of confidentiality,
2) maintain departmental web pages with updated information and design
3) perform clerical duties within the Wellness Center,
4) collaborate with other university departments to maintain a full functioning Wellness Center, with communication and community event planning,
5) perform other duties as assigned.

This position is assigned up to 20 hours per week. Work assignment is subject to renewal each fiscal year.

Preferred Qualifications:

- Proficiency in Microsoft Office.
- Discretion and professionalism in dealing with sensitive information.
- Strong interpersonal communication, customer service skills, and excellent telephone etiquette.
- Cross-cultural sensitivity.
- Ability to handle multiple tasks simultaneously, be well-organized and task-oriented, perform effectively under pressure and adapt to changing demands and priorities.