Part-time Position Title: Wellness Student Assistant

Job Description

General Statement of Duties
The Wellness Student Assistant will be responsible for the administrative duties of the Aggie Wellness Coaching program as well as creating bi-weekly wellness opportunities for students.

Typical Responsibilities
- Provide excellent customer service for Aggie Wellness Coaching clients by using Qualtrics to manage client intake, client satisfaction, and program ability to work collaboratively with other departments on campus
- Create a calendar of events
- Implement the events created
- Work with the Fitness & Wellness Coordinator to program other opportunities for students
- Other duties as assigned by the Fitness & Wellness Coordinator

Experience and Abilities
- Knowledge of the wellness wheel
- Knowledge of the how to plan, implement, and evaluate events/programs
- Ability to learn about programs currently provided by Rec Sports, Health Promotion, Counseling and Psychological Services, Student Health Services, and more
- Interpersonal and communication skills are essential

Training
- Mandatory staff training on Aggie Wellness Coaching administrative duties
- Weekly meetings with the Fitness & Wellness Coordinator

Environmental Conditions
- Lifting/cleaning of equipment
- Exposure to loud music

Pay Scale
In accordance with departmental policy, the Wellness Student Assistant will start at a rate of $8.35 per hour and is eligible for a merit raise after four months of service.

Learning Outcomes
1. The Wellness Student Assistant will be able to complete the day to day administrative duties and responsibilities involved in the Aggie Wellness Coaching program
2. The Wellness Student Assistant will be able to learn basic office management skills, how to operate Qualtrics, execute basic event planning skills, and learn interpersonal skills specific for a professional job setting
3. The Wellness Student Assistant will be able to improve evaluate and improve our current event offerings and implement at least one new event/program
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<th>How to Apply</th>
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<tr>
<td>To apply, please submit via email to <a href="mailto:mprice@rec.tamu.edu">mprice@rec.tamu.edu</a> all information requested below by 5 pm on Friday, August 20, 2021.</td>
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<td>- Resume (preferred)</td>
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<th>Work Hours/Anticipated Schedule</th>
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<td>The Student Assistant for Wellness will be required to work 10 hours per week and must be available from 9 am-5 pm Monday-Friday plus some nights and weekends. Working time may vary week to week depending on the program or event.</td>
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<td>For more information, contact Miranda Price, Fitness &amp; Wellness Coordinator, <a href="mailto:mprice@rec.tamu.edu">mprice@rec.tamu.edu</a>.</td>
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