Project Assistant Position Description

OVERVIEW
Wellness and Health Promotion is seeking a motivated and detail oriented project assistant to help with the successful implementation of time-limited projects for the department.

HOURS: Approximately 10 hours weekly, Monday – Friday, 8am-5pm
EMPLOYMENT DATES: 2018-19 academic year (September-June)
COMPENSATION: $15.45/hour

RESPONSIBILITIES (specific responsibilities are project dependent and will likely change over time)
1. Logistics (50%)
   a. Establish and independently manage project timelines and tasks
   b. Schedule and confirm meetings and reserve spaces
   c. Conduct academic research and summarize findings
   d. Understand roles of office members to find point person for projects quickly
2. Outreach (25%)
   a. Develop and implement compelling outreach strategies with a digital focus
   b. Work collaboratively with graphic designers to bring vision to life
   c. Plan and implement small initiatives, such as awareness tables
   d. Partner with HAWC and other student organizations as appropriate
3. Communication (20%)
   a. Communicate extremely effectively with diverse constituents in a timely way
   b. Encourage engagement through personal interactions
   c. Create compelling written and visual (photo / video) content
4. Office Support (5%)
   a. Greet visitors, respond to inquiries in exceptional ways, find answers, and follow-up
   b. Maintain working knowledge of all departmental events and initiatives
   c. Other duties as assigned

QUALIFICATIONS
• Ability to work independently, think critically, and in innovative ways
• Passion for helping students
• Exceptionally strong written and verbal communication skills
• Understanding of what appeals to SU students considering our diverse student body
• High attention to detail with excellent time and project management skills
• Familiar with using data and learning outcomes
• Positive and enthusiastic demeanor
• Open to feedback and new ideas

ADDITIONAL PREFERRED QUALIFICATIONS
• On campus work study eligible
• Experience in providing outstanding customer service
• Relevant degree or coursework in progress

APPLICATION PROCEDURE
• Position open until filled
• Submit application and current resume at www.seattleu.edu/wellness/join
• Interviews will be scheduled with select candidates

BENEFITS
The student in this role can expect to gain experience in customer service, office management, event planning, project management, and strategic communication.

QUESTIONS
If you have questions about this position please call Izzy Wroblewski, Program Coordinator for Wellness and Health Promotion at (206) 296-2557.