

Howard Community College Work-study Job Description

Job Number:	240
Job Title:	Wellness Center Assistant
Department Name:	Student Life
Supervisor Name:	Tara Rupp
Supervisor Phone #:	443-518-4950
Supervisor Email:	trupp@howardcc.edu
Employer Address:	10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	Wellness Center (CL 178) (In person)

Job Description and Responsibilities <i>(include job purpose):</i>	<p>The Wellness Center Assistant will be responsible for the preparation of health and wellness programs, including but not limited to: working on educational/promotional displays, creating posters/flyers, and gathering materials/supplies.</p> <p>Other responsibilities include front desk coverage such as answering telephones, greeting guests, and directing individuals to proper services.</p>
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Qualifications / Experience Required:	<p>Other Qualifications include:</p> <ul style="list-style-type: none"> • Knowledge of Microsoft Office (Excel, Word, PowerPoint, and Publisher) and web browsers • Excellent writing and verbal communication skills • Detailed oriented and the ability to multitask • Organizational skills • Exercising tact and discretion in handling confidential matters • Ability to work as part of team (or work independently) • Integrity, punctuality and dependability <p>Preferences: At least 1 year of experience within an office environment or other similar setting.</p>
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Grade Level <i>(see FWS/IWS Handbook to determine work-study position grade level)</i>	2
Hourly Wage <i>(see FWS/IWS Handbook for hourly wage by grade level)</i>	\$13.00 (Year 1) \$13.25 (Year 2)