



Division of Student Life
Student Wellness

Student Job Description

Position Title: Program Assistant
Location: 4189 Westlawn South, Iowa City, IA 52242
Supervisor: Trisha Welter
Rate of Pay: \$13-14/hour
Last Revision: March 2025

WHAT YOU WILL LEARN

You can expect to learn skills such as time management, problem solving, balancing priorities, attention to detail, interpersonal communication, customer service, working with people from different backgrounds and working as part of a team. Although your job with Student Wellness may not be directly related to your future profession, the skills you learn here will help you in your chosen career path and give you valuable work experience to strengthen your resume.

BASIC FUNCTION

Provides administrative support to the Healthy Hawk Challenge, a program for sophomore students which includes an incentivized online health risk assessment and alcohol education appointments. Performs day-to-day functions of the program, including responding to emails in the inbox, scheduling appointments, sending appointment reminders, pulling reports and maintaining program files. This is primarily an administrative role.

JOB RESPONSIBILITIES

- Communicate with hundreds of students regarding the Healthy Hawk Challenge program, including program invitations, appointment confirmations and reminders, and response to individual questions via e-mail
- Communicate with Student Wellness staff
- Maintain files for the program, including documents in Microsoft Excel
- Utilize Microsoft Excel to manipulate data

REQUIRED QUALIFICATIONS

- Ability to communicate effectively and maintain positive interactions
- Excellent written communication
- Ability to prioritize tasks and to be self-directed
- Proficiency with Microsoft Excel and Microsoft Outlook
- Strong analytical and problem-solving skills
- Ability to follow oral and written instructions accurately
- Dependable, organized and detail-oriented
- Skilled in interpersonal relationships and maintaining effective working relations with others

DESIRABLE QUALIFICATIONS

- Customer service experience via e-mail
- Familiarity with FERPA, HIPAA, or confidentiality practices

WORK HOURS

- Anticipated start date in April, May or August 2025 depending on your schedule
- 10-15 hours per week, during the academic year only (not over break periods). Flexible schedule, but hours will need to be between 8am-5pm Monday-Friday. Working a minimum of one hour each business day is preferred starting in fall 2025. May occasionally work evenings depending on programming needs.

LOCATION

- Student Wellness – Westlawn

TO APPLY

- Submit materials on [Handshake](#)
- OR
- Email resume & cover letter to trisha-welter@uiowa.edu