

# UIC Wellness Center Job Posting for Student Worker

Work on campus and earn \$10.00 an hour!

## General Office Aide (Presenter)

Students with health care, psychology, or education career goals are invited to apply to work at the UIC Wellness Center. The center needs Presenters to conduct health education workshops on topics such as: safe sex, responsible drinking, stress management and more. Must have public speaking experience. The duties of this position also include working in the center itself, doing general office tasks (answering phones, helping students who walk into the center, and assisting with implementing center programs). Must be willing and able to present workshops between the hours of 6:00pm to 7:00pm. Hours: 8 a week. Wage: \$10.00 an hour.

## General Office Aide (UIC Pop-Up Pantry Assistant)

Students with social work, psychology, public health or business career goals are invited to apply to work at the UIC Wellness Center's Pop-Up Pantry. This position will assist in running every aspect of the Pantry that serves UIC students twice a week. This position is best suited for a student who is interested in working with and helping other UIC students, is well organized, has good communication skills, and is familiar with Excel. The duties of this position also include working in the center itself, doing general office tasks (answering phones, helping students who walk into the center, and assisting with implementing center programs). Hours: 8 a week. Wage: \$10.00 an hour.

**Qualifications:** The candidate for this position **must be a registered UIC student taking at least 6 hours of coursework**. The preferred candidate will have good writing and communication skills, be reliable, responsible, detail oriented, and be able to work independently or as part of a team. Location: UIC Wellness Center 750 S. Halsted Street, Chicago, IL 60607.

**How to Apply:** If you are interested in pursuing this position please send a short one paragraph cover letter **and resume to: the Wellness Center at [wellnesscenter@uic.edu](mailto:wellnesscenter@uic.edu)**

No phone calls or walk-in's

Application Deadline:

Friday October 6, 2017

No phone calls or walk-in's