Health Education and Promotion (HEP) is currently recruiting for the position of Health **Promotion Student Assistant** for the 2019 – 2020 academic year. This is a paid position ($12.00 per hour) with a three-quarter commitment. The Health Promotion Student Assistant will work approximately 15 hours per week (range of 12-15 hours) when school is in session. The hours for this position will be worked during HEP’s regular business hours.

**Position Duties:**

The Health Promotion Student Assistant will provide assistance to the Health Education and Promotion Program Coordinator with reception duties, including greeting visitors to the department, answering questions and providing information and resources; general office duties such as phone, printing, copying, data entry, re-stocking promotional items and printed resources; management of supplies and materials and other duties and projects as assigned. Projects may include data entry, preparing and/or collating materials for distribution, delivery of materials to Centers and other locations on campus, compiling information and preparing summaries and providing other needed assistance to HEP career staff on request.

**We are seeking a student with the following skills, knowledge and abilities:**

**Required**

- Excellent customer service skills
- Organized and detail-oriented
- Ability to thoughtfully receive supervision and feedback
- Excellent communication skills required both orally and in writing through email and other written correspondence
- Ability to work in a busy office environment in an effective manner with frequent interruptions
- Strong interpersonal communication skills to interact effectively and with diplomacy and sensitivity with a diverse University population; including students, faculty, staff and community members
- Strong research skills using e-mail, library and Internet programs and information retrieval skills
- Ability to work autonomously and as part of a team
- Ability to manage projects in a timely fashion
- Good computer skills using Microsoft Word and Excel
- Must be registered for a minimum of 12 units and maintain a satisfactory academic standing

**Preferred**

- Experience working or volunteering in a customer service capacity
- Interest in college health or public health desired
- Experience entering data using database software
- Familiarity with the UCD Principles of Community

**Medical Clearance Requirement**

Since this position is located at a health facility, all employees are required to participate in preventive medical and monitoring programs, which include a physical exam, hearing test, blood test and TB screening and may also include vaccinations. These screenings are provided at no charge to meet Federal, State and University requirements.