Wellness Department

Financial Wellness and Events Student Coordinator (for Fall 2014)

Job Description

The Financial Wellness and Events Student Coordinator is responsible for creating and implementing financial wellness programs such as making budgets, savings, and credit card information as well as being the lead planner for all major wellness related events (Energii health fair, Pirate Fest, etc.)

General Duties and Responsibilities

- Create a financial management education program for students.
- Partner with the business school or other business clubs to create awareness events.
- Partner with community resources to offer additional programming and opportunities for students to learn to better manage their finances, create budgets and retirement plans.
- Presenting financial wellness programs to student groups, Res Halls and classrooms.
- Coordinate large scale wellness events in collaboration with Live Well UT.
- Attend Wellness-associated events and programs to represent, support and provide feedback
  - Including but not limited to: Energii, Pirate Fest, Freshman Orientation, Initiatives’ and Resource Team’s events
- Professionally represent the Office of Wellness at all times
- Attend weekly Wellness Coordinator meetings

Requirements

- Ability to work independently and motivate self to accomplish work
- Ability to work in a team-oriented environment
- General knowledge and participation of Wellness programs on the University of Tampa campus
- Willingness to work a flexible schedule with 10-12 hours of work per week and log these hours on a weekly timesheet (Student Employment and Federal Work Study students are eligible to apply)
- Serve as a campus and community engager, leader and role model
- Ability to work with sensitive and/or confidential material
- Develop emails in a professional manner
- Expert with Microsoft Word, Excel and PowerPoint
- Excellent communication skills, including comfort with public speaking