

Name of Organization:

Healing Starts Today

Position Title:

Administrator Assistant

Hourly Wage: 14.00

Average Hours Per Week: 15 -20

Desired Work Schedule:

*(list ideal work days and times of the week for this position)*

3 to 5 hours - 5 days a week

Address: 5225 N Ironwood road Suite 210 Glendale,WI 53217

Supervisor Name: Rosalind McClain

Supervisor Phone Number: 414-249-8756

Supervisor Email: rosalind@healingstartstoday.com

### Essential Duties and Responsibilities:

Answer phone calls and return messages.  
Assist with all office duties to ensure the office is running efficiently.  
Be present and assist at community events.  
Create content for social media and bring awareness to the organization.

### Required Qualifications:

Knowledge, Skills, and Abilities *(check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> Verbal Communication                       | <input type="checkbox"/> Presentation and Public Speaking Skills |
| <input type="checkbox"/> Microsoft Office Skills (Word, PowerPoint) | <input type="checkbox"/> Problem Solving                         |
| <input type="checkbox"/> Adobe (Photoshop, Illustrator, InDesign)   | <input type="checkbox"/> Flexibility/Adaptability/Creativity     |
| <input type="checkbox"/> Detail Orientation                         | <input type="checkbox"/> Organizational Skills                   |
| <input type="checkbox"/> Initiative                                 | <input type="checkbox"/> Customer Service Skills                 |
| <input type="checkbox"/> Written Communication                      | <input type="checkbox"/> Multi-tasking                           |
| <input type="checkbox"/> Ability to Work Independently              |  |
| <input type="checkbox"/> Ability to Work in a Team                  |  |

Provide other required qualifications or information on this position:

**Skills/Experiences Gained from this Position:**

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

*Critical Critical and Creative Thinking Skills*

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

*Effective Communication Skills*

- Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

*Intercultural Knowledge and Competence*

- Student employee will be able to articulate insights into their own cultural rules and biases.

*Individual, Social, and Environmental Responsibility*

- Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

The student will be working closely with the program direct and senior administrator which will allow the student to gain a wide range of skills should as customer service skills, problem sloving, leadership skills entrepreneurship skills and so much more.