

Administrative Assistant

Teaching Kitchen at Student Health & Wellness

Summary of position:

An Administrative Assistant is needed to support Hoo's Cooking nutrition education and culinary skills classes at the Student Health and Wellness Teaching Kitchen (TK). The mission of the Teaching Kitchen is to help students build skills and knowledge in food preparation, budgeting, and nutrition that support health, honor culture, promote sustainability and equity, build community, and foster joy and confidence in cooking.

Hoo's Cooking programming includes hands-on cooking classes led by students, dietetic interns, registered dietitians, and/or professional chefs. Individual Sign-up classes, open for all students to register, and Group classes, arranged for specific student organizations, teams, or UVA departments, are offered weekly.

The TK Administrative Assistant provides support for TK operations. The TK Administrative Assistant will work with the Senior Nutrition Educator, TK Facilitators, and TK Assistants. This position provides experience in program development, organization, scheduling, marketing, research, and communication skills. SHW will provide orientation and training.

Schedule/Time Commitment:

- The position requires a time commitment of 5-10 hours per week during the fall and spring semesters.
- Schedule requires on average 1-2 hours of work each weekday during business hours with flexibility regarding specific hours. Most work will be done via computer and meetings.

Specific Job Duties:

- Procurement: Oversee inventory, groceries, equipment, and supplies
- Staffing: schedule TK staff and oversee time entry
- Scheduling: review requests and book classes
- Participant registration: manage all aspects of registration, rosters, and reports
- Marketing: support advertising and promotion efforts
- Research: maintain database and assist with survey result analysis
- Special projects: create educational materials related to nutrition, culinary skills, and budgeting

Qualifications and Expectations:

- Full time undergraduate or graduate student enrolled at the University of Virginia
- Demonstrate strong organizational, communication, facilitation, and time management skills with attention to detail
- Maintain department standards and protocol with respect to processes, confidentiality, and other issues as may arise
- Demonstrate professional standards and ethics; foster a culture of professionalism among peers
- Work well with others in a team-oriented program
- Be flexible, open-minded, proactive, and maintain a positive attitude
- Support the [Weight Neutral Approach of Student Health and Wellness Nutrition Services](#)

Compensation:

Pay is \$14.00/hour, up to \$2,100.00 total per semester (fall/spring). Federal Work Study may apply but is not required. Please contact Student Financial Services at 434-982-6000 or visit the SFS website to inquire about [FWS eligibility](#).

Supervisor Contact Information:

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