Contact person for questions: Evan Forman, PhD, evan.forman@drexel.edu

Position Title: Coordinator, Administrative I

Position Overview: The Administrative Coordinator supports the operation, activities and functions of the Drexel University’s Weight, Eating, and Lifestyle Science (WELL) Center (drexel.edu/wellcenter) including the WELL Clinic. As such the Administrative coordinator will assist the Center Director, Director of Operations and Clinic Director in research administration, general administration, space/facilities, budgets/finances, communications, Center training and events, and Clinic operation. Key duties are outlined below.

We are considering both part-time and full-time positions.

Ideal qualifications include: Bachelor’s Degree in business administration/related field or psychology/public health with research, clinic or business administrative experience; excellent oral, written, and interpersonal skills.

Background: The WELL Center is an interdisciplinary clinical research center with a mission to develop, test and disseminate new behavioral and technological solutions to the problems of obesity, poor diet, sedentariness, and disordered eating. The Center has research, clinical and training missions. The primary mission of the WELL Center is to identify the core risk and maintenance factors for eating disorders, obesity, and sedentary behavior, and to develop, evaluate and disseminate new behavioral and technological solutions for these challenging-to-treat concerns. The WELL Center includes the newly-developed WELL Clinic, which provides state-of-the-art, evidence-based treatment for obesity, eating disorders, and related conditions. The WELL Center also serves as a training site for professionals, postdoctoral fellows, graduate students and undergraduates.

Key Duties:

- Initiate and oversee hiring of new Center and Clinic employees
- Maintain updated website and social media communications
- Assist Director of Operations in research administration
- Assist Director of Operations in financial administration
- Assist Director of Operations in administration of facilities
- Assist Director of Operations in administration of facilities
- Assist Clinic Director in smooth operation of WELL Clinic
- Provide reception, payment processing and scheduling support for WELL Clinic
- Provide telephone and email replies to inquiries about the Center, Center Research and the Clinic.