



Curry Health Center
634 Eddy Ave
University of Montana
Missoula, Montana 59812-6624
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March 21, 2023

Dear Future Well-Being Office Assistant,

I am excited for the opportunity to welcome a VISTA in the position of Well-Being Office Assistant at the University of Montana Curry Health Center Wellness department. This position will play a critical role in supporting the overall operations of the Wellness department at the University of Montana. The campus has recently prioritized wellness as one of its strategies in our Priorities for Action, and a wellness design team is looking for ways to improve its interface and engagement with students: not just “delivery” of support, but communication and engagement with students within their normal patterns of movement. This position will have the opportunity to work with the wellness team to continue to build a campus culture of well-being at UM.

I am the only professional staff in the Wellness department but will have another full-time professional onboard by Fall 2023. We currently have 6 master-level practicum students who work as the embedded well-being support coordinators and 2 undergraduate students who directly support our work. Our department primarily serves student well-being with a bit of overlap in our outreach programming.

This position will be responsible for managing administrative tasks, assisting in organizing campus-wide wellness events, and supporting in marketing and communication of our wellness office events and programming. The ideal candidate for this position is someone who values health and well-being, is self-motivated and can manage many projects at once.

As the Director of the Wellness department, I am committed to maintaining a flexible, positive, and supportive work environment. We look forward to inviting the next member of our team through the VISTA program.

Sincerely,

Kayli Julius
Wellness Director
Curry Health Center
University of Montana
Missoula, MT 59812

