

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, CT

POSITION DESCRIPTION

POSITION TITLE: Coordinator of the Wellness Center
RANK: Administrator IV
DEPARTMENT: Student Health and Wellness Center
SUPERVISOR: Director of Student Health and Wellness Center

POSITION SUMMARY:

The Coordinator of the Wellness Center will plan, implement, and evaluate theory-and evidence-based health promotion strategies, policies, programs and services for students. After assessment and review of campus health surveys, the Coordinator will develop strategic plans, goals, and measurable objectives.

POSITION RESPONSIBILITIES:

Collaborates with colleagues both on and off-campus, to develop a comprehensive, multidisciplinary approach to health education for students.

Delivers awareness events particularly those covering issues of illness and disease prevention, substance abuse, nutrition, sexual health, tobacco abuse, and fitness.

Develops, implements, and analyzes periodic student health surveys that provide baseline and follow-up health data, identify program needs and priorities. Evaluates the effectiveness of programs and services through learning outcomes and track trends in student health behavior.

Hires, trains, manages, supervises and evaluates paid and/or volunteer student staff and interns.

Trains Resident Advisors and Peer Educators through workshops and presentations.

Manages Student Health 101 including usage reports, advertising, and distribution of information.

Incorporates multicultural diversity and social justice concepts and principles into health promotion services

Takes an active role in University committees including the Dining Hall Advisory Committee and Student Health Advisory Committee.

Maintains up-to-date resources on the Student Health and Wellness Center website as well as social media sites.

Participates in research and professional writing, publications, and/or presentations.

Identifies grant opportunities and funding sources for departmental initiatives and apply for relevant grants at the local, state, and/or national level.

Manages Wellness Center budget.

May supervise administrators and other staff as necessary.


Performs other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

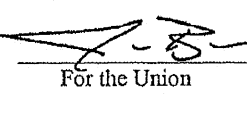
QUALIFICATIONS:

Master's degree in public health, health promotion, health policy or health education required. Degrees in other fields maybe considered with evidence of sufficient university-level coursework and/or professional continuing education in the areas listed above. Minimum of four years of experience with two of those years in program development for college populations required. Certified Health Education Specialist, Certified in Public Health or eligible and intent to become certified. The candidate must demonstrate skills in a variety of educational methods including presentations, workshops, trainings, individual behavior change sessions, and small group discussion/facilitation. These qualifications may be waived for individuals with appropriate alternate experience.

FLSA: Exempt

Created April 2014

 7/3/14
For the University Date

 03 July 14
For the Union Date