Title: Director, Wellness & Health Education  

Pay Scale Group: 18

**Essential Function**

Under general supervision from a designated administrator, will direct, design, and manage the Health & Wellness Education program within the Student Wellness Center.

**Characteristic Duties**

- Plan, develop, implement, and direct the administrative and programming activities of the Student Wellness Center.
- Make recommendations regarding the health and wellness needs of the student population and coordinate campus-wide efforts to address these needs.
- Develop, coordinate, implement, and evaluate campus health promotion initiatives.
- Collect and analyze information and make decisions to resolve complex problems.
- Oversee and provide training to student workers, interns and volunteers.
- Develop and administer office budget.
- Act as liaison representing the office on a variety of university and community committees.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary actions, approve time off, etc.).
- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in related field. Experience must include at least three (3) years supervision.

*New: June 2012
Last updated:*