
Auburn University Job Description

Job Title: **Dir, Hlth Promo&Well Initiative**

Job Family: No Family

Job Code: **AE34**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Directs and leads the design, delivery, and evaluation of health education programming, as well as provides health consultations and referral services to Auburn University students.

Essential Functions

1. Works in conjunction with other departments across campus including Campus Recreation, the AU Medical Clinic, Student Counseling Services, Health Behavioral and Assessment Center, and Athletics to offer a comprehensive and integrated approach to student health and wellness.
2. Collaborates with Student Counseling Services and the AU Medical Clinic to provide consultation to University administrators concerning counseling, health, medical and related issues of importance to the Auburn University community.
3. Manages research projects and oversees programs to better understand student health and wellness issues; provides data reports, as needed, to assist in the assessment of services.
4. Develops and manages the Health Promotions and Wellness Initiatives budget, as well as pursues grants and other funding sources necessary to advance health initiatives in critical areas.
5. Participates in groups and committees across campus including the Threat Assessment Team.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Higher Education Administration, Counseling, Psychology, or related field
Experience (yrs.)	3	Experience in providing college student health services or counseling services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of counseling practices and qualitative and quantitative assessment procedures.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/12/2010
