

JOB INFORMATION

Job Code	AB38
Job Description Title	Assoc Dir, Health Promotion & Wellness Services
Pay Grade	SR10
Range Minimum	\$53,620
33rd %	\$66,130
Range Midpoint	\$72,380
67th %	\$78,640
Range Maximum	\$91,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Director of Health Promotion & Wellness Initiative, the Associate Director of Health Promotion & Wellness Initiatives collaborates with the Director to develop and implement health and wellness programming specifically aimed at underserved populations at Auburn University. Additionally, this position will supervise professional level staff and will assume all administrative responsibilities in the absence of the director.

RESPONSIBILITIES

- Leads the creation of the comprehensive well-being strategy for university staff and faculty. Develops engaging organizational programs for employee groups with non-traditional work schedules and locations. - Leads the creation of and the implementation of a comprehensive well-being strategy for graduate students. - Analyze data to inform program design enhancements aimed at improving employee health outcomes and return on investment (ROI). - Assess the success of current programs, measure utilization and adjust as necessary, creating structure, clarity and functionality around programs while allowing for a level of creativity and flexibility. - Work in tandem with colleagues across campus to include but is not limited to, campus recreation, the Harrison School of Pharmacy, School of Kinesiology, and other appropriate campus partners to create meaningful and effective partnerships. - Leads HPWS grant and development opportunities in partnership with the division of student affairs advancement office.
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The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Health Administration, Physical Education, Public Health, Counseling or related fields.	and	5 years of	Experience in working in higher education administration, coaching student athletes or health promotion.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of health education including organizational programming in a collegiate setting.	
Ability to handle personnel management and administration.	
Strong communication, critical thinking, organization skills as well as the ability to lead when the director is not available are crucial.	
Ability to work independently and collaboratively when required as part of a multidisciplinary team, and demonstrate commitment to high professional practices and diversity issues.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.