
Auburn University Job Description

Job Title: **Asst Dir, Hlth Promo&Well Init**

Job Family: No Family

Job Code: **AE85**

Grade SR09 \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

Reporting to the Director of Health Promotion & Wellness Initiative, the Assistant Director of Health Promotion & Wellness Initiatives collaborates with the Director to implements strategic initiatives and provides oversight for the daily operations of Health Promotion Wellness Services (HPWS). Supervises, manages, and evaluates professional staff members. Oversees the alcohol and drug prevention and intervention initiatives.

Essential Functions

1. Manages the daily operations of Health Promotion Wellness Services (HPWS) to ensure bystander prevention, healthy relationship programming and substance use services function effectively and efficiently. Ensures all policies and procedures are maintained and followed, and ensure HPWS meets the needs of Auburn University's student body as they related to health and wellness. Supervises, manages, and evaluates professional staff members and multiple graduate students.
2. Provides administrative supervision and leadership to the alcohol and drug intervention efforts, including meeting with individual students as appropriate. Identifies and solves operational challenges as they arise. Analyzes various data sets in order to implement new programming and make recommendations to enhance current offerings.
3. Leads the Auburn Prevention Coalition (APC) to implement environmental prevention programming.
4. Develops and coordinates effective educational outreach, marketing, and training strategies and materials.
5. Collaborates with other campus partners to implement and develop prevention and education programming.
6. Assumes all responsibilities and leadership of HPWS in the absence of the director.
7. Performs other duties as assigned.

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	Master's Degree	Degree in Higher Education Administration, Counseling, Psychology, or related field.
Experience (yrs.)	3	Experience in providing college student health services or counseling services. Experience in a higher education setting is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of health education including substance use and interpersonal violence 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.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 5/11/2022
