



## **Job Classification Description**

**COORDINATOR OF CAMPUS WELLNESS EDUCATION  
VSC UP – PAT Bargaining Unit**

**Grade 12  
Exempt**

### **BASIC FUNCTION**

To develop and implement campus-wide health education initiatives. To conduct targeted training and educational programs. To provide experiential opportunities for students in relevant academic programs. To provide consultation and to serve as a liaison to the College community regarding health and wellness issues.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Develop and implement campus-wide Health Education Initiatives.
- Coordinate alcohol and other drug education and awareness via on-line tools, social media, and group education.
- Provide student community education about nutrition, stress management and resiliency skills, sleep, sexual health, eating disorders, smoking cessation, and other health promotion activities for physical and emotional health.
- Coordinate campus wide efforts for wellness education by working with members of residence life, student government, Peer Advocates for Change, SADD and other key student groups and constituencies on campus.
- Collaborate with the Campus Wellness Committee to provide a comprehensive array of fitness and stress reduction activities that includes yoga, meditation, massage, zumba, etc.
- Oversee collection of campus health data including the American College Health Association National College Health Assessment survey.
- Collaborate with other departments of the college and participate in appropriate interdepartmental committees and task forces.
- Develop and conduct targeted training and educational programs.
- Department and student group presentations on wellness topics (i.e. Residential Life, Student Life, Athletics, Admissions, Student Government Association, academic classes including First Year Seminars, etc.)
- Facilitate utilization of outside trainers and presenters.
- Serve as a liaison and resource for the college community on health and wellness issues.
- Collaborate with faculty to provide hands-on opportunities for students to pursue academic projects, research, or initiatives related to health and wellness.
- Confer regularly with immediate supervisor and various College administrative offices to plan, coordinate and evaluate activities/services, exchange information, and the like.
- Keep abreast of current developments in wellness education.
- Other duties as assigned.

**SUPERVISION RECEIVED**

General direction and supervision is received from the Wellness Center Director.

**SUPERVISION EXERCISED**

None.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree with a Master's Degree desirable in health education, public health, education, or related field, plus two to four years of relevant experience, preferably in higher education, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience in health education, community based programs and substance abuse prevention.
- Experience in the design and implementation of health and substance abuse prevention programs.
- Ability to work collaboratively and effectively with a diverse population of students, staff, faculty, community agencies, and organizations.
- Strong written and verbal communication skills and proficiency in computer skills.
- Some evening and weekend hours are required. Must be flexible.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**