

The University of Texas at San Antonio

Job Description

Job Title: Wellbeing Education Coordinator
Job Code: 11535
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Student Affairs | Academic Affairs
Reports To: Interim Associate Dean of Students for Wellbeing

Summary

- **Function:** To conduct prevention and wellbeing efforts by envisioning, articulating, and initiating evidence-based strategies aimed at influencing healthy behaviors and reducing risks and injuries.
- **Scope:** Responsible for planning, implementing, delivering, and evaluating theory- and evidence-based health education programs and interventions focused on prevention, risk reduction, and health promotion for all students.

Duties

- **Typical:**
 1. Responsible for the management, development, implementation, coordination, and evaluation of effective prevention in wellbeing, physical, mental, and sexual health, education and outreach activities and events, utilizing current research and best practices strategies.
 2. Identifies, researches, writes and prepares grants and other funding opportunities. Coordinates grants and fundraising projects for program enhancement.
 3. Manages the content and design of multiple social media outlets and the department's website.
 4. Implements marketing tactics using current technology and media strategies.
 5. Provides education, training and outreach to students and the university community on mental health and wellbeing topics.
 6. Prepares reports, statistical data, and analyses of programs and interventions.
 7. Recruits, trains and supervises student workers, interns, volunteers or trainees working in prevention, education and/or outreach.
 8. Conducts research and assessments on the health status of current students. Identifies needs, risks, trends, and issues among the student population; develops goals and outcomes for interventions.
 9. Monitors wellbeing, physical, mental, and sexual health trends occurring in the local, state, nation or global levels.
 10. Conducts quality assurance and evaluations of program and department goals.
 11. Collaborates with other departments, institutions and community agencies on projects.
 12. Serves as a liaison in the community.
 13. Serves on various committees and task forces.
 14. Performs other duties as assigned.

- Periodic:
 1. Networks with local and regional schools, intuitions of higher education, and treatment centers.
 2. Serves as a consultant to the university community on mental health and wellbeing topics.
 3. Attends professional conferences and professional development trainings and in-service.

Education

Required	Preferred
Bachelor’s degree in Psychology, Sociology, Social Work, Public Health, Health Promotion or Health Education.	Master’s degree in Counseling, Social Work, Public Health, Health Education, Health Promotion, or other specialty related to job function from an accredited institution.
A Bachelor’s degree in any field and two years of professional experience may be substituted for education requirement.	

Other Requirements

Required	Preferred
Excellent interpersonal communication skills and written communication skills, including the ability to conduct effective presentations and discussions.	Experience providing culturally competent recovery support to a diverse client population.
Excellent organizational skills	Demonstrated ability to participate and collaborative effectively with a multidisciplinary team in a large recovery program.
Ability to practice discretion and confidentiality related to mental health information.	Skills in Web development.
Ability to facilitate effective presentations and discussions.	Certified Health Education Specialist (CHES).
Ability to conduct research and critically review health-related professional literature.	
Professional tact, diplomacy when conducting business with others.	
Ability to practice discretion and confidentiality of health related information is required in all matters.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Two years of experience delivering health, mental health and/or wellbeing programming.	Experience working in a college/university setting.
Additional education may substitute for experience.	Social media and marketing experience.
Work experience in alcohol and drug issues, stress management, nutrition, sexual health, physical activity, tobacco, or sexual assault or other wellness issues related to university population.	Supervisory experience.

Equipment

Required	Preferred
Use of personal computer, Microsoft Office, and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions within a confidential atmosphere.	Occasional activities to take place outdoors
Requires flexible working hours including some evenings.	Occasional evening and weekend work.
Some work at both the Main and Downtown campuses may be required.	Possible exposure to blood-borne pathogens.

Supervision

Received	Given
Determines own work methods and solves problems utilizing technical/specialized knowledge and/or experience resulting in minimal supervision while work is in progress.	Provides supervision to other student staff, interns, volunteers and trainees as needed.
Receives individual supervision, guidance and instruction.	

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
