

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Wellness Coordinator  
Code: 16638  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Environmental Health, Safety and Risk Management/Business Affairs  
Reports To: Occupational Health and Wellness Manager

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## *Summary*

- Function: To provide coordination and oversight to wellness programs for staff and faculty.
- Scope: Responsible for developing, implementing, monitoring and evaluating a tri-campus, results-oriented, value added wellness program.

## *Duties*

- Typical:
  1. Assesses, develops, implements and evaluates wellness and health education programs for faculty, staff and UTSA Police.
  2. Establishes and implements goals, objectives, policies and operating procedures for wellness and occupational safety for faculty, staff and UTSA Police.
  3. Monitors third-party wellness programs. Integrates existing programs into new programs.
  4. Serves on the University-wide or UT System-wide wellness committees on behalf of Vice-President of Business Affairs and UTSA Faculty and Staff.
  5. Develops, coordinates and facilitates wellness curriculums, classes, webinars, in-services, activities and events. Leads classes and events.
  6. Coordinates with Occupational Health and Safety to implement training and hands-on exercise programs for employees to be fit for their job tasks.
  7. Manages the ergonomic evaluations, recommendations, and processes for all employees at UTSA.
  8. Assist with Job Hazard Assessment and Work Conditions Assessments to help implement recommendations for employees.
  9. Plans, implements and evaluates communications, marketing material, and promotional activities; develops participation incentives.

10. Manages and leads fitness programs.
11. Collaborates with UT System, University staff and outside agencies regarding joint projects, events, community resources, and referrals.
12. Provides personal health coaching and clinical documentation.
13. Oversees the program budget and works with departmental staff on fiscal matters.
14. Manages Rowdy New U web pages and events calendar.
15. Collects, tracks, and analyzes participant information and provides reports.
16. Keeps abreast of health, benefit and regulatory trends. Identifies the impact on wellness programs and manages information through the wellness program.
17. Provides continuing effort to improve wellness program operations.
18. Performs other duties as assigned.

- Periodic:
  1. Maintains knowledge of current trends in workplace wellness programs.
  2. Attends training, meetings and consultation groups.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree in Health & Kinesiology, Physical Education, Recreation, or a related field from an accredited institution.	Master’s degree in Health & Kinesiology, Physical Education, Recreation, or a related field from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent written and oral communications skills.	Certified Group Fitness Instructor or Personal Trainer from an accredited National Commission of Certifying Agencies (NCCA), OSHA 10-hour or 30-hour General Industry Course Certification, Heartsaver First Aid, CPR, and AED Instructor Certification
Ability to successfully participate in and lead diverse work groups.	
Valid Texas Driver’s License.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of professional experience in a wellness program curriculum development and training including experience with planning, supervision and wellness and/or sustainable program development.	Three years of similar experience.
	Experience in a higher education environment.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office Suite, and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend work.

### *Supervision*

<b>Received</b>	<b>Given</b>
Determines own work methods and solves problems utilizing specialized knowledge or experience resulting in minimal supervision while work is in progress.	May supervise wellness assistants and student employees.

### *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.
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### *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.
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