AUBURN
Human Resources

# Assoc Dir, Health Promotion & Wellness Services

## JOB INFORMATION

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| 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

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| 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.

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

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| 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. |

## 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 to 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

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| 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

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| 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:** |
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| Ability to see information in print and/or electronically. |