AUBURN
Human Resources

Asst Dir, Health Promotion & Wellness Initiatives

Job Description

JOB INFORMATION

Job Code	AE85
Job Description Title	Asst Dir, Health Promotion & Wellness Initiatives
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
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	5/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

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.

RESPONSIBILITIES

- 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.
- 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.
- Leads the Auburn Prevention Coalition (APC) to implement environmental prevention programming.
- Develops and coordinates effective educational outreach, marketing, and training strategies and materials.
- Collaborates with other campus partners to implement and develop prevention and education programming.
- Assumes all responsibilities and leadership of HPWS in the absence of the director.

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

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	Degree in Higher Education Administration, Counseling, Psychology, or related field.	and	3 years of	Experience in providing college student health services or counseling services. Experience in a higher education setting is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

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