
Auburn University Job Description

Job Title: **Assoc Dir, Health Prom-Well Svcs**

Job Family: No Family

Job Code: **AB38**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. Leads the creation of and the implementation of a comprehensive well-being strategy for graduate students.
3. Analyze data to inform program design enhancements aimed at improving employee health outcomes and return on investment (ROI).
4. 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.
5. 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.
6. Leads HPWS grant and development opportunities in partnership with the division of student affairs advancement office.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Health Administration, Physical Education, Public Health, Counseling or related fields.
Experience (yrs.)	5	Experience in working in higher education administration, coaching student athletes or health promotion.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, and lifting up to 25 pounds.

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

Date: 11/10/2022
