



**JOB INFORMATION**

Job Code	EH10A
Job Description Title	Coord I, Perf&Health Opt Ctr
Pay Grade	OP06
Range Minimum	\$37,210
33rd %	\$43,410
Range Midpoint	\$46,510
67th %	\$49,620
Range Maximum	\$55,820
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/12/2013

**JOB FAMILY AND FUNCTION**

Job Family:	Outreach Programs
Job Function:	Community Engagement

**JOB SUMMARY**

Coordinates and oversees the operations of the Kinesiology Performance and Health Optimization Center.

**RESPONSIBILITIES**

- Promotes and advertises activities associated with the Performance and Health Optimization Center to include assessments, summer camps, consulting, workshops, etc.
- Coordinates and organizes the scheduling of activities associated with the Performance and Health Optimization Center to include assessments, summer camps, consulting, workshops, etc. with Kinesiology faculty, students, staff, and other partners.
- Assists in the development of activities offered through the Performance and Health Optimization Center to include minor fund raising and other initiatives designed to develop and grow the Center's services.
- Incorporates and conducts stress reduction training programs for clients.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	
Bachelor's Degree	Degree in Kinesiology, Health & Physical Education or related field	And	0 years of	Experience in coordinating and developing performance and health services.	

Substitutions Allowed for Experience	Yes
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*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

### 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	
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.

