



DATE ISSUED: 03/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of the Health and Wellbeing Initiative

JOB SUMMARY

The Director of the Health and Wellbeing Initiative has responsibility for the strategic leadership, vision, implementation, and direction of the *TWU Health and Wellbeing Initiative*, an institutional commitment to advance positive and healthy lifestyles at the nation's largest university primarily for women. Reporting to the Vice President for Student Life with support from the Provost and the Chancellor and President, the Director will collaborate closely with members of the Chancellor and President's Cabinet and with colleagues across campus and in the community to develop, facilitate, and implement holistic approaches to wellbeing. The Director is responsible and accountable for the effective management and coordination of efforts to engage and motivate the student population and workforce on all aspects of integrated health and wellbeing. Through marketing, outreach programs, and services, this position provides collaborative leadership to advance positive and healthy lifestyles at TWU. The Director will seek out and implement best practices, design future campus health and wellbeing strategies, and lead planning for a comprehensive approach to health and wellbeing at TWU. The Director operates under minimal supervision and evaluation is based on the effective performance of the role. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President, Student Life

Supervises: Assistant Director, Student Health Services/ Health Promotion and Coordinator

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Provides strategic leadership, vision and direction for the *TWU Health and Wellbeing Initiative*.
- Collaborates closely with the members of the Chancellor and President's Cabinet and with colleagues throughout the Division of Student Life, as well as with other campus and community stakeholders, such as the Office of Human Resources.

- Initiates and coordinates communication and collaboration with members of the faculty, specifically faculty with academic priorities in the health professions.
- Works with academic departments and programs whose interests intersect with wellbeing to develop and sponsor programs of intellectual and cultural significance.
- Embracing all aspects of wellbeing, leads and guides initiatives to incorporate positive lifestyles, activity, physical and emotional health, nutrition and models for holistic health.
- Provides effective development and functioning of outreach programs and services, focusing on models for wellness and holistic health, designing future campus strategies and leading planning for a comprehensive approach to health and wellbeing at TWU.
- Develops communication and marketing plans to increase awareness and engagement in University-wide health and wellbeing programs.
- Serves as the subject matter expert on wellness topics, consulting with internal and external partners on the established strategic wellness initiatives.
- Coordinates with external vendors and internal planning partners for the organization of wellness events.
- Develops and implements metrics and assessments to monitor outcomes of various wellbeing related efforts.
- Establishes programs and priorities to support a positive health experience and reinforce high expectations across all communities of the university.
- Participates in bimonthly Student Life Director's meetings, and prepares reports and plans as directed by the Associate Vice President and Vice President of Student Life.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master's degree in related field required. Doctorate in a related field or administrative areas of expertise preferred.

EXPERIENCE

Five or more years of senior administrative experience in health-related programs and services, such as health, mental health, counseling, nutrition, fitness, and prevention. Experience in developing, managing, and assessing programming initiatives and support services related to holistic health and wellbeing.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training as needed.
- Ability to integrate mechanisms for assessment and identify resources for metrics.
- Ability to establish strong relationships with external and internal partners focusing on health and wellbeing initiatives and opportunities for funding.
- Ability to provide leadership and exceptional administrative and management skills.
- Ability to understand student development principles, and possesses a demonstrated commitment to the health, wellness, fitness, nutrition, learning, personal and academic success, persistence, and retention of a diverse student community, and inclusion of faculty and staff healthy lifestyle priorities.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively--orally, by phone, in person, and in writing.
- Ability to effectively use technology and related resources including social media.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.