



DATE ISSUED: 04/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Student Health Services/Health Promotion

JOB SUMMARY

The Assistant Director of Student Health Services/Health Promotion will lead the creation of a campus-wide prevention plan that establishes a supportive environment for student success and health behavior through the development and application of population-level initiatives including prevention activities and health assessments; engagement and cultivation of partnerships to address student health needs; and application and evaluation of theoretical frameworks and planning models that address individuals and community health. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Student Health Services

Supervises: Health Educator, Student Interns, Student Assistants, Student Organization Members

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

- Oversees the planning, implementation, and evaluation of theory-based and evidence-informed health promotion strategies, policies, programs and services.
- Develops strategies plans, goals and measurable objectives for health promotion programs and services.
- Incorporates multicultural diversity and social justice concepts and principles into health promotion services.
- Develops strong, evidence-informed, data-driven programs based on relevant, measurable, and practical health and behavioral outcomes.
- Collaborates with key University faculty and staff on and off campus to develop a comprehensive, multidisciplinary approach to health for students.

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- Develops, implements, and analyzes periodic student health surveys that 1) provide baseline and follow-up health data, 2) identify program needs and priorities, 3) evaluate the effectiveness of programs and services, and 4) track trends in student health status and behavior.
- Hires, trains, manages, supervises and evaluates professional, support and/or student staff, both graduate and undergraduate, to include serving as the student organization advisor for P.A.T.H (Peer Advocates Teaching Health).
- Actively participates in professional organizations related to Health Promotion.
- Participates in research and professional writing, publications, and/or presentations.
- 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

- Represents Student Health Services at general and special TWU events.
- Represents TWU at Media coverage for events.
- Performs other duties as requested.

EDUCATION

Master's degree in Health Education or other related areas include public health, health promotion, health policy, community health, or Master's degree in Family and Child Studies/Family Life Education. Degrees in other fields may be considered with evidence of sufficient university-level coursework and/ or continuing education in the areas listed above. Certified Health Education Specialist (CHES), Certified in Public Health (CPH), preferred.

EXPERIENCE

Five years experience of full-time professional health promotion work experience, preferably in a higher education environment. Evidence of ability to provide leadership and problem solving skills in analyzing health promotion needs of emerging adults, especially college students. CHES (Certified Health Education Specialist) certification preferred.

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:

- Knowledge of the ACHA Standards of Practice for Health Promotion in Higher Education.
- Demonstrated knowledge to conceptualize health promotion in context of higher education.
- Demonstrated knowledge of health promotion, behavior change and population-based theories and models.
- Demonstrated knowledge and application of evidence-informed health promotion programs/initiatives.
- Demonstrated knowledge and application of fundamental principles of organizational development, environment management, and cultural change.
- Demonstrated knowledge of social marketing and health communications strategies.
- Extensive knowledge of the curricula and methods of health education.
- Strong oral communications and presentation skills.
- Skills in administrative management.
- Ability to work independently and creatively, with minimal direction.
- 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 establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - by phone, in person, and in writing.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to attend weekend and evening activities of the University as required by the office of Student Life and Student Health Services.
- Ability to respond to emergency situations in a timely manner.
- 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.

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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.

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