

**Job Code: .....101531**  
**Position #: (NUNC) (E)**  
**Developed by:..... EMR**  
**Reviewed by:...LK; DLJ**  
**Approved by:.....LK**  
**Date: 12/21; 2/15/22**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Director, Health Promotion and Wellness  
**DIVISION:** Student Affairs (Health Services)  
**REPORTS TO:** Associate Director, Health Services  
**GRADE:** 15  
**SUPERVISES:** Professional, technical and support staff

**BASIC FUNCTION:**

Provide strategic and innovative leadership for the University’s program of harm reduction, community well-being, and health and wellness promotion for students. Responsible for setting the strategic vision; for evaluating need, opportunity, and impact of programs and initiatives; and for planning and ensuring implementation of a broad-ranging campus program designed to enhance personal and community health and wellness in order to support students’ academic and personal success. Responsible for supervising and enhancing the functions and activities of the team of Health Promotion staff. Engage actively as a member of the Health Services’ leadership team and the Student Affairs divisional staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide strategic planning for the University’s health promotion and wellness efforts for students including identification of needs and priorities, setting short-and long-term goals, and assessment.

Utilize research and data, demonstrated best practices, and models of health, change, and student and community development to drive development of goals and programs.

Ensure that health promotion employs a strategic combination of environmental, group, and individual-level interventions.

Provide strategic leadership on campus for harm reduction and community well-being by advocating on all fronts for policies, programs, and initiatives that support student health at individual and community levels and promote desired outcomes.

Identify and develop opportunities for engagement with colleagues throughout Health Services and across campus specifically to enhance student and community wellness.

Lead a partnership by which Health Promotion and Health Services colleagues assist each other with delivery of wellness services.

Partner with campus colleagues (e.g., Student Affairs, Athletics and Recreation, Residential Life, Greek, Alumni, academic deans and programs, new student orientation, study abroad) to advance student and community wellness.

Ensure overall assessment for and evaluation of health promotion and wellness efforts.

Make data-informed decision after seeking, collecting, and analyzing qualitative and quantitative data to identify trends, needs, opportunities, and evidence of impact.

Provide leadership, supervision, support, training, and coaching to the health promotion and wellness team and advocates.

Manage departmental budget and resources to align with strategic initiatives.

Participate actively as a member of the Health Services leadership team, working with the Associate Director of Health Services and other internal department leads to deliver excellent student health and wellness services.

Develop and deliver health promotion programming as a member of the health promotion team – whether by writing materials, presenting, or performing programs, teaching, or other methods of delivery as needed.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, facsimiles, printers, scanners, servers, networks; word processing, database management and spreadsheet software. Joint Commission or AAAHC accreditation process. Certification as a Health Education Specialist (CHES)

#### **ENVIRONMENTAL CONDITIONS:**

Environmental conditions are those of an office and ambulatory health care facility with no adverse exposure.

#### **QUALIFICATIONS:**

**REQUIRED:** Master's degree in public health, health promotion, or related field; Minimum of three years full-time experience in health promotion, education or wellness; Certification as a Health Education Specialist (CHES); Demonstrated experience in the development, implementation, and evaluation of public health promotion (i.e., community norms, access, knowledge, attitudes, and behavior); Demonstrated understanding of and experience with university-age students and young adult development; Demonstrated experience in collection, analysis, and use of data in the development and evaluation of programs (such as needs assessment, data-informed decision-making, and program evaluation); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with information & communications media that students use (i.e., public health campaigns, digital communications, web presence, etc.); Demonstrated ability to establish and maintain working relationships (i.e., with superiors, associates, subordinates, groups, and agencies); Demonstrated ability to work in a team-centered

environment; Demonstrated presentation skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Minimum of five years full-time experience in health promotion, education, or wellness in higher education setting; Certification as a Health Education Specialist (CHES) in higher education; and, MCHES certification.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**