



Job Title	Wellness Education Program Manager	Job Code	SD0520
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Recreation & Wellness

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Recreation & Wellness Professionals provide instructional or program activities related to recreation, leisure, and fitness. Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. May be responsible for some facilities management.

Job Summary

Responsible for operations, program compliance and reporting efforts. Oversees nutrition, sexual wellness and outreach.

Representative Duties

1.
 - Develops and maintains a culturally competent, relevant, and engaging wellness outreach program related to stress management, sexual wellness, nutrition and wellness coaching
 - Works with other departmental health promotion staff in maintaining a comprehensive health messaging plan
 - Maintains records and documents according to state laws, ethical guidelines, policies and procedures
 - Oversees the coordination of program compliance with Florida licensing requirements
 - Provides consultative services to university administrators, faculty, staff, campus organizations and parents
 - Coordinates all outreach efforts

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.