# Job Family Matrix

**Job Function:** Health Care  
**Job Family:** Health and Wellness – Professional

**Job Family Summary:** Perform or manage a range of activities to promote health and well-being.

<table>
<thead>
<tr>
<th>Job Title: HLT Health Educator II</th>
<th>Job Title: HLT Health Educator III</th>
<th>Job Title: HLT Health Educator IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level: 56 Exemption: Exempt</td>
<td>Grade Level: 57 Exemption: Exempt</td>
<td>Grade Level: 58 Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: December 2019</td>
<td>Effective/Revision Date: December 2019</td>
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</table>

**Job Summary**

Independently provide programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.

Manage programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.

Lead programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.

**Typical Core Duties**

- Participate in the development of education programs/services to increase awareness and encourage healthy behaviors
- Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum
- Act as a subject matter expert
- Participate in the planning and implementation of events related to health education
- Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives
- Participate in health education events and create health education related presentations
- May provide ongoing training and documentation
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

- Develop education programs/services to increase awareness and encourage healthy behaviors
- Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum
- Act as a subject matter expert
- Plan and implement events related to health education
- Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives
- Participate in health education events and create health education related presentations
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- Lead the development of education programs/services to increase awareness and encourage behaviors
- Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum
- Act as a subject matter expert
- Lead the planning and implementation of events related to health education
- Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives
- Participate in health education events and create health education related presentations
- May provide ongoing training and documentation
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
**Basic Qualifications**
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

**Additional Qualifications and Skills**
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of current trends in health promotion
- Communication skills (both written and verbal)
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- Knowledge of current trends in health promotion
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- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of current trends in health promotion
- Communication skills (both written and verbal)

**Certificates and Licenses**

**Physical Requirements**
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
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- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

**Working Conditions**
- Work is performed in an office setting
- Work is performed in an office setting
- Work is performed in an office setting
## Job Family Matrix

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<tr>
<th>Job Function: Health Care</th>
<th>Job Family: Health and Wellness – Management</th>
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<th>Job Title: HLT Health Educator Mgt III</th>
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<th>Job Title: HLT Health Educator Mgt V</th>
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<tr>
<td><strong>Job Code:</strong> W0357M</td>
<td><strong>Job Code:</strong> W0358M</td>
<td><strong>Job Code:</strong> W0359M</td>
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<tr>
<td><strong>Grade Level:</strong> 57</td>
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<tr>
<td><strong>Exemption:</strong> Exempt</td>
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### Job Summary

**Manage programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.**

**Lead programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.**

**Oversee programming and outreach to a diverse student population on a range of topics including, but not limited to, sexual health, substance abuse prevention, physical well-being, sleep hygiene, stress management, nutrition/exercise, and healthy relationships.**

### Typical Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Direct the development of education/programs/services to increase awareness and encourage behaviors
- Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum
- Act as a subject matter expert
- Plan and implement events related to health education
- Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives
- Participate in health education events and create health education related presentations
- May provide ongoing training and documentation
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Direct the development of education/programs/services to increase awareness and encourage behaviors
- Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum
- Act as a subject matter expert
- Lead the planning and implementation of events related to health education
- Collaborate closely with members of the Department of Health Promotion & Education on the development, implementation, and evaluation of programming initiatives
- Participate in health education events and create health education related presentations
- May provide ongoing training and documentation
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Direct the development of education/programs/services to increase awareness and encourage behaviors
- Assess the needs of the undergraduate and graduate student community; develop and implement a student-based curriculum
- Act as a subject matter expert
- Direct the planning and implementation of events related to health education
- Collaborate closely internal and external stakeholders on the development, implementation, and evaluation of programming initiatives
- Research and create health education related presentations
- May develop training courses and materials and provide ongoing training and documentation
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience
- Bachelor's degree or equivalent work experience required
- A minimum of 7 years' relevant work experience
- Bachelor's degree or equivalent work experience required
- A minimum of 8 years' relevant work experience
- Supervisory experience

### Additional Qualifications and Skills
- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of current trends in health promotion
- Communication skills (both written and verbal)
- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of current trends in health promotion
- Communication skills (both written and verbal)
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Knowledge of current trends in health promotion
- Communication skills (both written and verbal)

### Certificates and Licenses

### Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
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### Working Conditions
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HLT Dietician II</th>
<th>Job Title:</th>
<th>HLT Acupuncturist III</th>
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<tbody>
<tr>
<td><strong>Job Code:</strong></td>
<td>W0456P</td>
<td><strong>Job Code:</strong></td>
<td>W0557P</td>
</tr>
<tr>
<td><strong>Grade Level:</strong></td>
<td>56</td>
<td><strong>Grade Level:</strong></td>
<td>57</td>
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| **Job Summary** | Provide high quality Medical Nutrition Therapy (MNT), consultation, and training to other clinical staff and nutrition education and outreach to the Harvard community. Assess patient nutritional needs, learning styles, abilities and constraints and develop, implement, and evaluate nutritional care plans, including appropriate follow-up and referral, nutrition counseling, and education and quality improvement efforts. |
| **Job Summary** | Independently provide safe and effective acupuncture treatments according to intake assessments. |

<table>
<thead>
<tr>
<th><strong>Typical Core Duties</strong></th>
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<tbody>
<tr>
<td>• Participate in the planning and design of meals for individuals and student population to ensure nutritional standards are met</td>
<td>• Consult with clients about their medical history to determine what acupuncture techniques should be administered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide comprehensive, best practice nutrition counseling and training</td>
<td>• Assess client soft tissue condition, nerves and blood vessels to determine appropriate acupressure techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assess nutritional needs; assist with the development and implementation of nutritional programs to meet goals</td>
<td>• Provide safe and effective treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide individual and group nutritional counseling education and outreach</td>
<td>• Maintain client records; develop individual treatment plans and strategies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Participate in panels, committees and working groups engaged in health education programs</td>
<td>• Monitor client progress; evaluate treatment outcomes and recommend new or altered treatments as necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Collaborate with staff to provide appropriate nutritional options</td>
<td>• Follow and maintain all safety, infection, quality and environmental procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensure compliance with University policies and procedures and applicable legal rules and regulations</td>
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# Job Family Matrix

## Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Master’s degree in Acupuncture and Oriental Medicine
- Minimum of 2 years’ relevant work experience

## Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds
- Communication skills (both written and verbal)
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Excellent communication and customer service skills

## Certificates and Licenses
- American Dietetic Association Registration
- Current Massachusetts Dietician license
- National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Certification
- Current Massachusetts acupuncture license

## Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
- Sitting using near vision use for reading and computer use for extended periods of time
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## Working Conditions
- Work is performed in an office setting
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**Job Function:** Health Care  
**Job Family:** Health and Wellness – Management

**Job Family Summary:** Perform or manage a range of activities to promote health and wellbeing.

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<tr>
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</table>

**Job Summary**
Plan, coordinate, implement, and evaluate the provision of clinically appropriate medical nutrition therapy, nutrition education, and nutrition related health promotion initiatives to the Harvard community.

**Typical Core Duties**
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Plan and design meals for individuals and student population to ensure nutritional standards are met
- Create comprehensive, best practice nutrition counseling and training programs
- Assess nutritional needs; develop and implement nutritional programs to meet goals
- Provide individual and group nutritional counseling education and outreach
- Organize and participate in panels, committees and working groups engaged in health education programs
- Collaborate with staff to provide appropriate nutritional options
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Job Family Matrix

#### Basic Qualifications
- Master’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience

#### Additional Qualifications and Skills
- Supervisory experience
- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Ability to convey nutritional concepts to individuals of varying ages and cultural backgrounds
- Communication skills (both written and verbal)

#### Certificates and Licenses
- Registered Dietician/Nutritionist with the Commission on dietetic Registration of the Academy of Nutrition and Dietetics
- Current Massachusetts Dietitian/Nutritionist license

#### Physical Requirements
- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

#### Working Conditions
- Work is performed in an office setting