Health Care Job Function

HLT Health Educator III
Grade: 56
Job Code: W0356P
Job Family: Health and Wellness
Job Family Matrix: Health and Wellness Matrix

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.

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

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 3 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)

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

Working Conditions
• Work is performed in an office setting