

## Health Care Job Function

# HLT Health Educator Mgt III

Grade: 57

Job Code: W0357M

Job Family: Health and Wellness

Job Family Matrix: [Health and Wellness Matrix](#)

### 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.

### 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
- 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
- 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 5 years' relevant work 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)

### 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