



Position Title: Part-Time Health and Wellness Program Assistant II
Reports To: Wellness Center Director
Department: Biology, Health & Wellness
Prepared By/Date: Jennifer Brito/06-15-2010
Approved By/Date: College-wide
Revised: Donna French/07-06-2011

Job Code: 8308
Job Group: Class -R
Salary Grade: CT
FLSA Status: Non-exempt

Summary:

This position provides administrative support to the Center's Director in the coordination and implementing of all functions and services of the Wellness Center/Program and the Instructional Assistance Program that serves the students and employees of the Campus.

Essential Duties and Responsibilities:

- Receives, screens and directs phone calls from the general public
- Conducts Health and Fitness Assessments and exercise prescriptions with the students and employees that participate in the program
- Provides customer service information as needed at the Front Counter Area
- Assists in the data entry, filing and classification as required
- Serves as mentor of incoming Exercise Science Interns and/or volunteers
- Assists in the instruction of exercise classes for the Student and Employee Wellness Program
- Assists in providing assistance in the "Employee Fit Club" and "Run to Universal" incentive wellness programs
- Assists in the marketing efforts promoting the Student and Employee Wellness Program and college credit courses
- Provides departmental wellness orientations to other campus classes/faculty
- Participates in Campus, departmental and community health and career fairs
- Assists with the maintenance of fitness equipment and fitness test lab instruments
- Conducts inventory and recommends equipment and supplies to be purchased for the Wellness Program and Center
- Provides usage reports for the Wellness Center
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Wellness Center department, policies and class offerings
- Familiarity with College organization and policies
- Possess excellent telephone and customer service skills
- Possess a positive customer service attitude to all program users: students, employees, family and visitors
- Ability to follow instructions and work with minimal supervision
- Possess excellent interpersonal and communications skills (Verbal and Written)
- Knowledge of class schedules, pre and co-requisites, course sequencing, special requirements for admission to certain courses, basic information on class content and paperwork processing specific to the department
- Ability to demonstrate expertise in all areas of fitness leadership instruction
- Possess basic level of computer skills and general knowledge of office procedures required
- Possess a personal commitment to a healthy lifestyle
- Ability to professionally interact work and well in a multi-ethnic and multi-cultural environment with students, faculty and staff with students, faculty, staff, and other health educators

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Two years of college (60 credits) from a regionally accredited institution and two (2) year of effective work experience in a health promotion program or related field (gym, health clinic fitness, or wellness center)
- Maintain appropriate certifications as needed and requested by law: American Red Cross Cardiac Pulmonary Resuscitation (CPR), or obtained within two (2) months of employment
- Currently earning college credits in the area of Health and Wellness, Sports Medicine or related field

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name