

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Health Education Supervisor

Code: 11062

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Student Health Services

Reports To: AVP for Student Services

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## *Summary*

- **Function:** To provide leadership, management, and supervision to. To develop, plan, implement, and evaluate department programs.
- **Scope:** Responsible for all programmatic, administrative, staffing/personnel, and resource management for the department.

## *Duties*

- **Typical:**
  1. Carries out administrative responsibilities of department manager, including managing department resources, recruiting, hiring, training, supervising, counseling, and conducting annual performance evaluations. Provides day-to-day oversight of staff activities. Meets regularly with supervised staff (Health Education Coordinator I & II staff, Peer Educators, and Health Education interns).
  2. Supervises the planning, implementation, and evaluation of all health promotion initiatives of the department.
  3. Facilitates Strategic Planning, Assessment, and Annual Reporting for the department along with the Director of Nursing Services.
  4. Conducts quality assurance and evaluations of programs and department goals.
  5. Develops educational objectives, program content, budgets, learning resources, and evaluation tools for health education programs.
  6. Collaborates with other departments, academic institutions, and community agencies to develop and implement campus programs. Serves on committees and task forces as requested.
  7. Serves as member and attend meetings of the Student Health Services Leadership Advisory Board.
  8. Develop and maintain all documents, policies and procedures necessary for Health Education and Health Promotion in accordance with the AAAHC accreditation standards. Serve on the Student Health Services AAAHC Accreditation committee.
  9. Conducts research and assessments on the health status of current students. Identifies needs, risks, trends, and issues among the student population.

<p>10. Delivers trainings and presentations to diverse audiences. Provides information and referrals for health education topics and/or issues.</p> <p>11. Plans, develops, and implements marketing strategies using a variety of mediums, to promote the programs and services of Student Health Services. Ensure information on social media and department website displays current information.</p> <p>12. Prepares and disseminates reports, statistical data, and analyses of programs and interventions.</p> <p>13. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Attends professional conferences and professional development trainings and in-services.</p>

***Education***

<b>Required</b>	<b>Preferred</b>
Master's Degree in Public Health, Health Education, Health Promotion, or a closely related field of study from an accredited institution.	NA

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Master Certified Health Education Specialist (MCHES)	
Tact, diplomacy, discretion, and confidentiality in dealing with personal information.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in health promotion programming to include two years of supervisory experience	Experience in health promotion in higher education.

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>

Usual office and clinical patient care facility conditions.	Possible exposure to bloodborne pathogens
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***Supervision***

<b>Received</b>	<b>Given</b>
Minimal supervision while work is in process.	Periodic supervision of volunteers.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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