

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Health Education Coordinator I  
Code: 11534  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Student Health Services/Student Affairs  
Reports To: Assistant Director of Health Education

---

## *Summary*

- Function: To conduct prevention and wellness efforts by envisioning, articulating, and initiating evidence-based strategies aimed at influencing healthy behaviors and reducing risks and injuries.
- Scope: Responsible for planning, implementing, and evaluating theory- and evidence-based health education programs and interventions for all students.

## *Duties*

- Typical:
  1. Manages one or more specialized health programs and interventions within the health education component of Student Health Services, to include grant management.
  2. Develops effective programs utilizing current research and best practices strategies. Conducts campus-wide health promotion activities, outreaches, and events.
  3. Conducts research and assessments on the health status of current students. Identifies needs, risks, trends, and issues among the student population; develops goals and outcomes for interventions.
  4. Conducts marketing tactics using current technology and media strategies.
  5. Delivers trainings and presentations to diverse audiences.
  6. Recruits, trains, and supervises student employees, interns and/or volunteers.
  7. Prepares reports, statistical data, and analyses of programs and interventions.
  8. Conducts quality assurance and evaluations of program and department goals.
  9. Monitors health trends occurring locally, statewide, nationwide, and globally.
  10. Collaborates with other departments, academic institutions, and community agencies on projects.

<p>11. Reviews and assists with budgets if necessary.</p> <p>12. Serves on various committees and task forces.</p> <p>13. Supports medical and administrative staff when needed.</p> <p>14. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Attends professional conferences and professional development trainings and in-service.</p>
--

**Education**

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree in Public Health, Health Education, Health Promotion, Nutrition or a closely related field of study from an accredited institution.	Master’s degree in Public Health, Health Education, Health Promotion, Nutrition or a closely related field of study.

**Other Requirements**

<b>Required</b>	<b>Preferred</b>
Certified Health Education Specialist (CHES).	Skills in Web development.
Able to multi-task and work cooperatively with others.	Supervisor experience
Excellent organizational skills.	
Excellent oral and written communication skills, including the ability to conduct effective presentations and discussions.	
Ability to conduct research and critically review health-related professional literature.	
Professional tact, diplomacy when conducting business with others. Demonstrated effective interpersonal skills.	
Ability to practice discretion and confidentiality of health related information is required in all matters.	
Some expertise in alcohol and drug issues, stress management, nutrition, physical activity, tobacco, or sexual assault or other issues related to university populations	
Criminal Background Check (CBC)	

**Experience**

<b>Required</b>	<b>Preferred</b>
One year of progressively responsible experience in health/wellness programming.	Three or more years of progressive work-related experience.

Master's Degree and no experience may substitute.	
---	--

***Equipment***

<b>Required</b>	<b>Preferred</b>
Proficient computer skills including Microsoft Office and standard office equipment.	Audiovisual equipment.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
General office conditions with the majority of time spent in contact with students and student groups during office hours.	Occasional activities may take place outdoors.
	Occasional travel from the main to the downtown campus. Infrequent travel locally and out-of-state.
	Occasional evening and weekend work.
	Possible exposure to blood-borne pathogens.
	Possible exposure to combustible materials.

***Supervision***

<b>Received</b>	<b>Given</b>
General direction, supervision, and review by the administrative official.	Supervision of student employees, interns, and volunteers.

***Accuracy***

Extreme accuracy in following written and verbal directions and in the dissemination and application of Health Education Programs presentations and written materials.
--

***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.
--

***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.
---