

The University of Texas at San Antonio

Job Description

Job Title: Wellness Assistant
Code: 16637
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Environmental Health, Safety and Risk Management / Occupational Health and Wellness Safety Division
Reports To: Occupational Health & Wellness Manager

Summary

- Function: To provide assistance and oversight of the Wellness Program for staff and faculty.
- Scope: Responsible for assisting with the development, implementation, monitoring and evaluation of a tri-campus, results-oriented, and value added wellness program.

Duties

- Typical:
 1. Assists with assessing, developing, implementing, and evaluating wellness and health education programs.
 2. Assists with establishing and implementing goals, objectives, policies, and operating procedures for wellness programs.
 3. Helps monitor third party wellness programs and incorporates into existing UTSA programs.
 4. Collaborates with Wellness Coordinator and/or division manager to develop, coordinate, and facilitate wellness curriculums, classes, webinars, inservices, activities, and events.
 5. Prepares implementation of communications, marketing material, promotional activities, and incentives for approval.
 6. Schedules fitness programs upon request.
 7. Collaborates with UT System, University staff, and outside agencies regarding joint projects, events, community resources, and referrals under direction of the Wellness Coordinator and/or division manager.
 8. Assists with the personal health coaching and clinical documentation.
 9. Works with Wellness Coordinator and/or division manager to set budget goals for each area of Wellness (classes, incentives, equipment, special events, etc.).

<p>10. Manages Rowdy New U website and events calendar.</p> <p>11. Collects, inputs, tracks and analyzes participant information as requested for use by Wellness Coordinator and/or division manager.</p> <p>12. Provides continuing effort to improve wellness program operations.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Maintains knowledge of current trends in workplace wellness programs. 2. Attends training, meetings, and consultation groups. 3. Other duties as assigned.
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Education

Required	Preferred
Associate’s Degree in Community/Public Health, Health and Kinesiology, Physical education, Recreation, or a related field from an accredited institution.	Bachelor’s Degree in Community/Public Health, Health and Kinesiology, Physical Education, Recreation, or a related field from an accredited institution.

Other Requirements

Required	Preferred
Ability to work with sensitive information and maintain the highest level of confidentiality.	N/A
Ability to work in a fast-paced environment.	
Excellent customer service skills.	
Must pass Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of professional experience in a Wellness Program including experience with planning, training, and wellness program development.	2 years of similar experience
	Experience in a higher education environment or personal/professional training.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A
Microsoft Office	

Working Conditions

Usual	Special
Office and fitness center setting.	Many activities are conducted outside.
Must be able to lift 30lbs with no accommodation.	Occasionally must be able to lead moderate physical activities (i.e. walking groups, general

	group fitness).
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Supervision

Received	Given
General supervision from designated supervisor.	May manage, train, or coordinate student workers and interns.

Accuracy

Proficiency in all phases of duties performed

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.

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 compliance with applicable laws, regulations, policies and procedures is maintained.
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