Assistant Director for Health Promotion

**Definition of Class**

This is a supervisory position in which the incumbent oversees the provision of health and wellness programming for the university community. The incumbent is responsible for directing the day-to-day programming activities and supervising the staff of the Health Promotions Office. The incumbent regularly uses discretion and makes independent decisions when performing the duties of the position. This position reports to the Director of Student Health Services.

**Examples of Work Performed**

Oversees the associated activities of the outreach health education program, to include fiscal issues, marketing activities, and training efforts.

Provides supervision and training to assigned individuals.

Serves as information resource for students, staff, and faculty.

Oversees the scheduling and promoting of health and wellness programs; facilitates programs, and participates in program assessment activities.

Coordinates and participates in the creation of educational materials.

Serves as a liaison between the Health Promotions Office and other departments and external agencies.

Provides ongoing health and wellness programs through programs, lectures, workshops, seminar, and large-scale events.

Maintains compliance with the Drug-Free Schools and Campuses Regulations through written documentation, maintaining appropriate files and records, and preparing demographic reports.

Develops and implements sanctioned educational program for substance abuse violations and maintains files for departmental and compliance records.

Schedules appointments, conducts sessions, and performs follow-up for individual counseling sessions related to health issues.

Provides individual alcohol and drug assessment as well as alcohol and drug counseling. Facilitates treatment, referrals, and follow-up on referrals to outside agencies.

Serves as the Primary Administrator for the AlcoholEdu for College course.

Works with local agencies and task forces, including but not limited to the Chamber of Commerce, Alcohol Beverage Control Division of the Mississippi State Tax Commission, local and county police forces, to develop standards of acceptable practice for local businesses.

Conducts research and assists with alcohol, drug, and other health related research for University.

Performs related or similar duties as required or assigned.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and
1. Supervises the provision of health and wellness programming for the university community.

2. Recruits, selects, trains, evaluates, and supervises various individuals, to include staff members, graduate students, and student workers.

3. Assists in the development, implementation, and assessment of departmental goals.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree in health promotion or a related field from an accredited college or university.

  AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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