**Health Education Coordinator Standard Job Description**

**Classification Title:** Health Education Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Health Education Coordinator, under direction, provides administrative oversight of the Health Promotions area.

**Essential Duties and Responsibilities:**

**40% Staff Management and Training**

* Supervises, trains, hires, and evaluates staff in Health Promotions.
* Provides health education training to staff, faculty, and students.
* Conducts climate assessments relating to health education needs of the student population.

**20% Program Coordination and Evaluation**

* Coordinates and supervises the administrative and program operations of Health Promotions.
* Designs, implements, and evaluates programs to meet office goals.
* Evaluates the content, teaching methods, and performance of all educators.

**10% Budget and Resource Management**

* Prepares annual budget report and reviews and monitors office spending regularly.
* Oversees daily operations, long-term strategic planning, and resource management.

**10% Research and Consultation**

* Stays current on trends in health education and new legislation, State laws, Federal requirements, and National standards.
* Serves as a resource to provide health education consultation to University departments, advisors, and student organizations.
* Engages in individual development and/or educational conversations with students.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Health Education, Public Health, Psychology, Student Affairs, Higher Education, or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience in higher education and/or health education including at least one year of related supervisory experience. One year of supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of responsibilities and competencies of health education.
* Knowledge of Federal requirements relating to College and University reporting.
* Knowledge of risk management issues associated with student organizations.
* Ability to work with sensitive information and maintain confidentiality.
* Ability to present information clearly and concisely.
* Strong verbal and written communication skills.
* Ability to lead and take initiative.
* Ability to plan and implement educational programs, establish partnerships, write grants, and conduct trainings.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer
* Scanner/Copier/Fax

**Physical Requirements:**

* Ability to lift and move moderate weight objects

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Work beyond normal office hours and/or work on weekends.
* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**