**Health Educator Standard Job Description**

**Classification Title:** Health Educator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Minimum Pay:** $54,500.00

**Job Description Summary:**

The Health Educator, under general supervision, plans, implements, and evaluates theory and evidence-based health promotion strategies, policies, programs, and services for students. Provides health training and guidance. Performs outreach functions on and off campus and supervises student staff, interns, and/or peer educators.

**Essential Duties and Responsibilities:**

**40% Program Development and Evaluation**

* Develops strategic plans, goals, and measurable objectives for health promotion programs and services.
* Develops program content, learning resources, and evaluation tools for specific educational interventions based upon needs assessment results.
* Evaluates the effectiveness of programs and services and tracks trends in student health statuses and behaviors.
* Develops, implements, and analyzes periodic student health surveys which provide baseline and follow up health data that identifies program needs and priorities.

**20% Collaboration and Resource Management**

* Collaborates with key stakeholders to develop a comprehensive, multidisciplinary approach to health for students.
* Maintains collaborative relationships with student leaders, campus faculty, staff, and community partners.
* Serves as a campus resource for timely, current, and relevant health information as it relates to college health.
* Works closely with administrators and other key stakeholders supporting college students.

**10% Training and Supervision**

* Works with a team of health educators to hire, train, manage, supervise, and evaluate paid and/or volunteer student staff, interns, and/or peer educators.
* Trains and monitors peer educators regarding health information.
* Provides trainings on resiliency, suicide prevention, and other mental health topics to large student audiences.

**10% Documentation and Reporting**

* Collects training data necessary for project reporting.
* Maintains training records.
* Prepares and reviews education materials for the assigned project.

**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, Health Promotion, or applicable field, or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* Certified Health Education Specialist (CHES) or the ability to obtain certification within one year of employment

**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.
* Strong verbal and written communication skills.
* Ability to analyze emerging health promotion needs of adults and college students.
* Ability to critically review health-related professional literature relevant to college students and assess its applicability and utility for effectiveness on the college campus.
* Ability to do presentations, workshop trainings, individual behavior change sessions, and small group discussions and facilitations.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**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

**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**