Associate Director, Wellness Resource Center, Wellness Resource Center

Job Opening: University of Missouri
Job ID: 29632
Apply at https://hrs.missouri.edu

Hiring Department
Division of Student Affairs Health and Well-Being

Job Description
The University of Missouri’s Division of Student Affairs seeks an experienced, dynamic, and visionary change-agent to develop and lead the innovative and holistic Wellness Resource Center at the University of Missouri.

Reporting to the (Interim) Executive Director of Health and Well-Being, the Associate Director is responsible for the development of comprehensive health promotion and wellness programming that supports the campus and divisional strategic priorities. The Associate Director will ensure that University of Missouri is on the cutting edge of effective and evidence-based health and wellness education, harm-reduction initiatives, and prevention and intervention strategies for college student populations, with particular attention to high-risk areas such as alcohol and other drugs, sexual behavior, and mental health. It is imperative that this person is grounded in a collaborative and interdisciplinary approach.

Departmental Leadership
- Hires, leads, directs, trains and evaluates a team of health promotion and wellness professionals, including a Substance Abuse Prevention and Education Coordinator, an Outreach and Student Engagement Coordinator, a Student Support Specialist, and a Senior Coordinator for a statewide collegiate consortium.
- Directs the efforts of the University of Missouri Wellness Resource Center staff to develop, evaluate, implement, and assess evidence-based prevention strategies that seek to reduce alcohol misuse and tobacco and drug use.
- Responsible for formulating, executing, continually monitoring, and revising comprehensive health and wellness-related policies, procedures, business plans and budgets that ensure effective alignment of resources with the operational and strategic goals of the Student Health and Well-Being initiative and divisional priorities.
- Builds effective partnerships across campus to mobilize all areas of the community to engage in health promotion and prevention efforts.
- Collaborates with campus, local, state, regional and national networks to identify emerging trends, to adapt best practices and to deliver effective programs in the wellness, health promotion, and mental health fields.
Establishes priorities, strategically plans and implements campus-wide programs and services informed by the best available scientific evidence and/or empirical research.

Promotes the utilization of appropriate assessment techniques to measure program effectiveness. Uses assessment outcomes to inform program and policy development and training of staff, students and faculty.

Adheres to acceptable accounting practices and manages allotted project budgets.

Serves on departmental, divisional and institutional committees and working groups, as requested.

Identifies outside funding for innovative health promotion programs and works with staff on preparation of related proposals for grants and contracts awards.

Collaboration
- Builds and encourages collaboration among campus colleagues including, the Counseling Center and Student Health Center, MU Police, and others, to adopt and implement effective wellness initiatives, and harm reduction interventions.
- Collaborates and consults with University of Missouri faculty on related research and academic initiatives.
- Consults with nationally recognized experts on prevention and intervention and related subjects to bring cutting-edge and evidence-based strategies to the University of Missouri.

Project Management and Assessment
- Develops learning and program outcomes and measurement tools.
- Provides necessary infrastructure to track progress of a variety of short- and long-term projects and employs project management tools to meet deadlines. Applies concepts of process improvement and change management.
- Works with Institutional Research to ensure that rigorous and appropriate project evaluation and assessment plans and activities are in place.
- Manages expectations of stakeholders, secures critical resources, and resolves conflicts or presents them to senior leadership for resolution. Identifies risks that could delay or impair progress on initiatives.

Communication
- Acts as a point of contact for all inquiries related to the University of Missouri’s ATOD harm reduction efforts.
- Works closely with Division of Student Affairs Marketing and Communication staff to develop and execute a communication plan for the department.
- Communicates progress, health and wellness trends, and pertinent data via reports and presentations to internal and external audiences.

Salary
Salary Range: $68,000 - $75,000 (salary is commensurate with qualifications and experience)
Grade: GGS-012
University Title: ASSOCIATE DIRECTOR STUDENT SUPPORT SERVICES

Internal applicants can determine their current grade and university title by accessing the Job Information page through the Additional Employee Info tile in myHR.

Shift
Full-time; Monday - Friday

Minimum Qualifications
A Bachelor’s degree or an equivalent combination of education and experience and at least 6 years of experience from which comparable knowledge and skills can be acquired is necessary.
**Preferred Qualifications**
Master’s degree in public health, human services, health education, health promotion, applied psychology or other fields related to health is required; doctorate degree is preferred.

At least five years of post-graduate experience with health promotion and wellness programming.

Progressively responsible experience with campus health promotion and wellness program delivery and oversight, or the equivalent combination of education and experience with college-age populations.

Excellent interpersonal and professional communication skills; demonstrated success in project management involving complex scheduling and communications; prior participation in writing research papers and/or professional presentations is preferred; prior experience handling confidential materials; and familiarity with FERPA and HIPAA approvals is preferred.

**Other Information**
The selected candidate will be an experienced and proven leader, thinker, and manager with demonstrated ability and effectiveness in creating, developing, implementing, and assessing effective and contextually appropriate health promotion programs and interventions. The Associate Director must be able to foster effective partnerships with colleagues and stakeholders across campus and in the community, serving as the primary point of contact for all inquiries related to the University of Missouri’s student health and well-being, harm reduction, and substance abuse prevention efforts.

**Benefit Eligibility**
This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at http://www.umsystem.edu/totalrewards/benefits

**Diversity Commitment**
The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

**Equal Employment Opportunity**
Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.
Outreach and Student Engagement Coordinator, Wellness Resource Center

Job Opening: University of Missouri
Job ID: 29633
Apply at https://hrs.missouri.edu

Hiring Department
Division of Student Affairs Health and Well-Being

Job Description
The University of Missouri’s Wellness Resource Center seeks a motivated, enthusiastic advocate to serve as an Outreach Coordinator. The Outreach Coordinator will serve as the primary staff advisor to the Peer Educator Network, a coalition of peer education organizations and coordinate a comprehensive outreach schedule based on the principles of well-being. A successful candidate will participate as a member of a team and will design and implement a student focused outreach program to support students who are consumers of the health and well-being network on campus.

Recruit, train, retain and advise peer educators in the Peer Educator Network dedicated to peer education on topics such as mental health and well-being, alcohol tobacco and other drugs, and sexual health.

Work closely with the Wellness Resource Center Student Support Specialist to support the Wellness Resource Center Wellness Ambassador program.

Provide supervision and oversight to the Peer Educator Network, other student groups and PEN student leadership team.

Provide supervision to up to three graduate students for the Peer Educator Network.

Coordinate prevention and outreach events (event planning) dedicated to improving student health and well-being (possible topics include mental health, campus resources, nutrition, fitness and other related health and well-being content).

Create and communicate population level prevention messaging and outreach opportunities via social media and other avenues.
Salary
Salary Range: $19.50 - $20.20 per hour
Grade: GGS 9
University Title: STUDENT SERVICE COORDINATOR II

Internal applicants can determine their current grade and university title by accessing the Job Information page through the Additional Employee Info tile in myHR.

Shift
Full-time; Monday - Friday
As needed, nights and weekends may be required

Minimum Qualifications
A Bachelor’s degree or an equivalent combination of education and experience and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications
Masters degree is preferred with a background in student affairs, advertising, student advocacy or student health.

Other Information
The ideal candidate will have experience with event planning, supervision, and advising student groups. Candidates with experience in higher education, therefore able to provide information about campus and community resources will be given strong consideration. Experience with Org Sync or Engage, and social media platforms is preferred.

The Wellness Resource Center is one of the Health and Well-Being Resources at the University of Missouri. For more information about Health and Well-Being at Mizzou visit http://wellness.missouri.edu.

Benefit Eligibility
This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at http://www.umsystem.edu/totalrewards/benefits

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Substance Abuse Prevention and Education Coordinator, Wellness Resource Center

Job Opening: University of Missouri
Job ID: 29634
Apply at https://hrs.missouri.edu

Hiring Department
Division of Student Affairs Health and Well-Being

Job Description
The University of Missouri’s Wellness Resource Center seeks a motivated, enthusiastic prevention specialist to serve as the Coordinator of the Substance Abuse Prevention and Education efforts of the Wellness Resource Center.

The SAPE Coordinator is responsible for utilizing evidence based prevention strategies to plan, implement, and evaluate a strategic plan to address alcohol, tobacco, and other drug concerns at the University of Missouri and serve as a leader of the Alcohol and Drug Abuse Prevention Team campus-community coalition. A successful candidate will participate as a member of a team and will design and implement evidence-based interventions and alcohol, tobacco, and other drug education for the University of Missouri.

Implement a strategic plan to address the critical issues of alcohol, tobacco, and other drug misuse at the University of Missouri to include the implementation of education, media campaigns, environmental and policy strategies, and harm reduction approaches.

Identify innovative projects, marketing campaigns, and communication approaches to include social norms to create a low-risk campus environment.

Provide tobacco cessation services, including cessation coaching, to students and MU faculty and staff and serve as a liaison to the campus for tobacco policy, education, and intervention work.

Provide supervision and oversight to the BASICS (Brief Alcohol Screening and Intervention for College Students) and CASICS program, including the supervision of graduate students implementing the program.

Create and communicate population level prevention messaging and outreach opportunities via social media and other avenues.

Serve as the primary campus liaison to the Partners in Prevention statewide coalition and guide assessment efforts related to ATOD issues on campus.
Serve as the liaison to City of Columbia committees and University of Missouri departments on critical issues involving alcohol, tobacco, and other drugs.

Work collaboratively with staff of the Wellness Resource Center, including the Student Support Specialist and Outreach and Student Engagement Coordinator.

**Salary**
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Grade: GGS 9  
University Title: STUDENT SERVICE COORDINATOR II

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**Shift**
Full-time; Monday - Friday  
As needed, nights and weekends may be required.

**Minimum Qualifications**
A Bachelor’s degree or an equivalent combination of education and experience and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

**Preferred Qualifications**
Master’s degree is preferred, with a preferred background in public health, prevention, counseling, or student health.

**Other Information**
The ideal candidate will have experience with alcohol, tobacco, and other drug best practices and program implementation and coalition leadership. Experience with quantitative research strategies and evidence based strategic planning is preferred. Candidates with supervision and mentoring experience, experience working in a higher education setting, knowledge of current research related to AOD-based practices will be given strong consideration. Experience with a harm reduction approach and motivational interviewing, designing and conducting training or educational programs, experience implementing prevention strategies, experience coordinating and facilitating workshops, meetings and trainings is preferred.

The Wellness Resource Center is one of the Health and Well-Being Resources at the University of Missouri. For more information about Health and Well-Being at Mizzou visit http://wellness.missouri.edu.

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