JOB DESCRIPTION

POSITION TITLE: Assistant Director of Wellness & Recreation

JOB CLASS: Staff
SUPervisor: Director of Wellness & Recreation

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: Yes
DEPARTMENT: Office of Wellness and Recreation

POSITION OVERVIEW:
The Assistant Director of Wellness & Recreation will work to promote wellness and recreation on the De Land Campus of Stetson University. They will serve as the main overseer of Health Promotion, Sexual Assault Prevention, and Alcohol & Other Drug programming and initiatives. The Assistant Director will serve as member of the senior leadership within the Department of Wellness and Recreation with expectation to uphold the departmental and University goals and mission as well as the overall goals of CLaSS (Campus Life and Student Success).

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The successful candidate be able to establish, maintain, collaborate and work with students, faculty, and staff and to work independently. A master's degree in Public Health, Health Education/Promotion, Wellness, Counseling or related field is required. Experience with health and wellness program planning for the college population is also required. A minimum of 2 years of experience in a higher education health promotion/education department, public speaking experience, and computer knowledge using graphics and electronic communications are preferred. Working some nights and weekends is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- In the absence of the department Director, the Assistant Director will assume leadership responsibilities. Assists Director with, operational budgets, departmental goals, retreats, marketing and other tasks as requested.
- Supervises student employees, who assists with health promotion including planning HIV screening and department marketing.
- Management of $5,000 tobacco initiatives grant including tobacco free campus efforts and cessation.
- Manages budget planning for approximately $40,000 in operational and grant funds.
- Focuses on a holistic, community wide environmental management approach to alcohol & other drug prevention. Educates students about healthy lifestyle choices in group and individual settings using research based strategies.
- Focuses efforts on issues that are particularly relevant for college populations including alcohol, recreational drugs, misuse of prescription drugs, sexual health, sexual violence, stress management and nutrition. Stays current on newly developing health issues for college populations and responses appropriately to these developments.
- Presents workshops throughout the university community on topics to include alcohol, empower bystander intervention, sexual health & violence, drugs, wellness, stress and nutrition.
- Advisement of the wellness interns, Stetson's Certified Peer Educator group that facilitates the health hut and various other programming.
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- Takes student walk in appointments on various wellness topics and concerns.
- Administers national health behavior surveys (NCHA) and advises student run Reality Campaign, a social norms marketing campaign using this data.
- Management of a comprehensive sexual violence prevention program that focuses on incident response, bystander interventions and multiple layers of intervention.
- Management of the healthy tailgate initiative for Stetson associated with football team.
- Serves as a member of the divisional on-call crisis response team.
- Serves on Divisional and University committees and initiatives as needed.
- Perform other duties as requested.

BACKGROUND: Founded in 1883, Stetson University (http://www.stetson.edu) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson's faculty works with 3,500 students in undergraduate, graduate, and professional programs. The University's historic main campus, located in DeLand, enrolls more than 2,100 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida's first law school, moved from the main campus to Gulfport in 1945, and, with the addition of the Tampa Law Center, serves over 1,000 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at Stetson University Center in Celebration include Business, Educational Leadership, Reading Education, and Counseling. Florida's oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa.

APPLICATION PROCEDURES: Please submit a cover letter and resume, with names, addresses, emails and telephone numbers of three professional references to the Department of Human Resource at humres@stetson.edu or send to Stetson University, Inc., Office of Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. Review of applications will begin immediately and continue until filled. Anticipated start date is March/April 2016.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.