

JOB DESCRIPTION



Position Title: Student Wellness Manager

Department: Student Services

Employment Category: Administrative Staff

Primary Location: District-wide
Based on the Douglas Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS13

Position Summary: The Student Wellness Manager is responsible for the management and oversight of student wellness programming and initiatives, including analyzing survey data and best practices to inform the development and implementation of student wellness programs, assisting in planning, implementing, and evaluating student support programs and processes, and collaborating with faculty and staff to improve retention and overall student satisfaction and success.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages student wellness programming and initiates throughout the district, including analyzing survey data and best practices to enhance existing programs and to develop and implement new programming to improve student satisfaction, retention, and student success

Serves as chair of the CARES committee of deans, directors, and faculty, also known as the college's early alert system, which helps students reduce or eliminate barriers to student success and collaboratively develops action response plans for individual students to help them succeed; (*CARES refers to: building Connections, assisting with Academic interventions, providing Resources, encouraging Engagement, and overall student Support*)

Researches external sources and analyzes internal data to formulate, plan and implement successful student wellness programs and services; collaborates with faculty and staff to design and produce special events contributing to student success and wellness

Guides prospective and current students regarding available academic programs, student support services and transfer information

Assists the Admissions team with on and off campus recruitment activities; performs community outreach through speaking engagements at K-12 and secondary schools; travels to schools within and outside Cochise County promoting Cochise College educational programs

Responsible for coordinating the Cochise Cupboard food pantry efforts; assists in the coordination of mental health support programs for students

Participates in college-wide meetings, committees, training and events as required

Assists the Admissions team with on-campus and off-campus recruitment activities; performs community outreach through speaking engagements at K-12 and Secondary schools; travels to schools within and outside Cochise county, promoting the college educational programs

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Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in education or a related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Four years related professional experience

Preference may be given to individuals with behavioral health crisis response training

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

Possess a valid state issued driver's license

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of emerging trends in higher education student wellness

Knowledge of student success initiative development and implementation

Knowledge of student resources, referrals and services

Knowledge of management practices and principles

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Skill in presenting ideas and concepts orally and in writing

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify, analyze and resolve problems, to use independent judgment and decision-making processes to take appropriate action, and to maintain strict confidentiality related to sensitive information

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel is required. May require early morning, evening, and weekend work.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

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Reports to: Vice President for Student Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.