

Duke University School of Nursing

Job Description

HR Title: Academic Consultant

Working Title: Senior Wellness Coordinator

Job Code: 2726

Job Level: 12

Updated: 3/2024

General Purpose

The Senior Wellness Coordinator is responsible for a broad range of activities that promote student wellness through the development, implementation, facilitation, and coordination of educational activities and programs. This position will provide wellness support to the School of Nursing and the Inter Professional Education Center. Responsibilities and effort are outlined in the essential duties below.

Supervisor

This position reports to the Director of the Student Success Center.

Essential Duties

Wellness Support for SON (50%)

- Design, develop, the implement and evaluate ongoing wellness promotion and education/training materials, programs and activities; Including the identification and/or development of electronic, media, and instructional technology resources to support community wellness. Train students and staff on effective use of these new resources.
- Lead customized individual and small group support for self-regulation, resilience, and personal well-being to help students make behavioral changes that nurture long-term positive emotional well-being; including wellness coaching sessions by request and community wide monthly wellness program and activities.
- Provide intervention for students facing academic, professional and general wellness challenges that could impact degree completion and overall success. Assess students' academic support needs and make recommendations or referrals to other undergraduate offices or services as appropriate.
- Use data to inform the development, implementation, and evaluation of student wellness programs and initiatives. Create and implement novel academic programs and enhance existing programs. of community programs and initiatives.
- Serve on committees related to student and campus wellness and perform other duties as assigned.

Stress First Aid (50%)

- Lead in the sustainment of Stress First Aid programming within the SON for students, faculty, and staff using a combination of online and in-person formats.
- Promote SFA training opportunities and concepts to health professions students, faculty, and staff within and outside of the DU community. Recruit faculty, staff, students, and community members to assist with the facilitation and promotion of training for SFA and other wellness promotion activities.
- Lead grant and development support for continued support of SFA initiatives, including the identifying, requesting, and managing funding opportunities.
- Employ administrative management through program coordination and continued engagement with content experts.
- Maintain records of SFA training and booster sessions for program reporting.
- Provide recommendations on sustainment and growth of SFA program.
- Manage continuing education approval and crediting in collaboration with university partners.

Required Qualifications:

Education/Training

Master's degree is required, preferably in student affairs, public health, health and wellness or a similar program.

Experience

Work requires 2 years related experience in a postsecondary education or health care setting.

Preferences

Experience in wellness promotion/health education program management and/or administration experience preferably in a higher education setting is desired.