

**Associate Director/Director**

**Job Description**

At DMU, you'll have the opportunity to make a meaningful impact on the future of Medicine and Health Sciences. We are currently seeking an Associate Director or Director of Wellness, with the role determined by your experience level.

Under the direction of the Clinic Executive Director, this position is responsible for the supervision and management, including financial management, of all facets of the University Wellness Program including leadership of the Wellness Department, and operational oversight of the Wellness Centers. This position is responsible for creating and managing a comprehensive wellness program that supports the physical, mental, and emotional health of university stakeholders including students, employees, plus ones, and retirees. The incumbent will develop and implement strategies to promote employee wellbeing, including activities such as health screenings, fitness and nutrition classes, health coaching, and emotional wellness training. The individual in this position will also engage with community partners to extend wellness services, identify opportunities for program growth and promotion of the DMU brand.

**Essential Duties and Responsibilities:**

* Responsible for guiding the overall strategic plan, mission and vision for Wellness, in alignment with University priorities.
* Responsible for recruiting, selecting, training, scheduling, and leading team of professional staff.
* Collaborate with team members on the development, delivery and assessment of program offerings including fathering feedback from stakeholders.
* Identify, develop, and promote relationships with internal and external partners that are synergistic with DMU’s strategic priorities including engaging with DMU Clinical services and creating growth and business development opportunities.
* Ensure smooth operations of university Wellness Centers across two locations, including equipment uptime, upkeep and replacement, engaging with facilities support, security, and other support services as needed.
* Serve as a campus consultant and expert for other departments on initiatives related to wellbeing including, physical activity, mental wellbeing, nutrition, and other dimensions of wellbeing as needed.
* Plan, prepare, and manage annual operating and capital equipment budgets.
* Support and guide staff in the development, enforcement, and evaluation of program policies and procedures.
* Conduct periodic needs assessments to determine interest in programs and services.
* Develop and deliver group exercise classes, health coaching, lunch-and-learns for campus community.
* Chair the employee Wellness Pays committee.
* Represent Wellness on committees as assigned.
* Oversee the supervision of the Wellness staff that includes the Wellness Manager, and Wellness Specialist. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Supervisory Responsibilities:**

* Carries out supervisory responsibilities for direct reports in accordance with the organization’s policies and applicable laws. Responsibilities include but are not limited to interviewing and/or motivating and/or training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Oversees the supervision of the Wellness staff that includes the Wellness Center Manager, Wellness Specialist and Wellness Assistant.

**Education and/or Experience:**

* BA/BS in a relevant field
* Five (5) years of relevant work experience, including prior experience supervising staff/students and experience developing and managing wellness programs or facilities.
* Three (3) years of supervisory experience

Preferred Qualifications:

* Masters degree in higher education, health promotion, exercise science or related field.
* Ten (10) years of relevant work experience, including prior experience supervising staff/students and experience developing and managing wellness programs or facilities.
* Five (5) years of supervisory experience.
* Entrepreneurial spirit and business development experience preferred.
* Excellent interpersonal and communication skills.
* Fitness instructor certification
* Proven ability to work effectively in a diverse team environment and manage multiple, high priority projects simultaneously.
* Prior experience working in higher education
* Fitness Instructor certification
* Health coaching certification

**Essential skills:**

* Excellent interpersonal skills.
* Effective supervisory skills.
* Superior oral and written communication skills.
* Computer and Microsoft Officer proficiency.
* Travel between Wellness Center locations as needed.
* Some early mornings, evenings, and weekends.

**Department: Wellness**

**Salary Range: $72,000 - $90,000**

**Status:  Exempt**