



POSITION DESCRIPTION

Department:	Campus Health & Wellbeing
Classification Title:	Health Educator
Working Title:	Health Educator- Sexual Health Specialist
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

Under general direction of the Director of Wellbeing and Health Equity, this position provides leadership in identifying goals for and developing Health Education programs focused on sexual health for Campus Health & Wellbeing and addresses long and short-term campus health education needs. This incumbent provides expertise in the development, implementation, coordination, and evaluation of comprehensive, inclusive, sex education.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. Design sex education prevention programs from a socio-ecological approach that is grounded in best practices in comprehensive sex education and that centers intersectionality of identity and wellbeing.		
2. Design comprehensive sex education programs and curriculum that are medically accurate, developmentally appropriate, culturally responsive, and shame-free.		
3. Facilitate in-person and virtual trainings. Audiences may include, but are not limited to, academic classes, residential life, student employees, Fraternity & Sorority Life, Athletics, student organizations, and professional staff and faculty.		
4. Manage program requests, scheduling, and logistics.		
5. Plan health educational and consultative functions that reflect the needs of the campus population.		
6. Develop assessment and evaluation tools to monitor effectiveness and learning outcomes of programs and services. Utilize data to make changes to programs and services.		
7. Provide appropriate referrals to medical professionals, counselors and campus officials.		
8. Maintain health education records and resources and prepare a variety of written and verbal reports.		
9. Coordinate the recruitment, training and supervision of student volunteers for the Peer Education program and related health promotion programs.		
10. Keep current with practices and trends in health education, especially those pertaining to a setting in higher education.		
11. Participate in campus and community committees, working collaboratively with other departments and on- and off-campus partners.		
12. Coordinate the development of health promotion marketing and outreach messaging for social media.		

13. Provide clinical health education support through hand-outs, health topic displays, and one-on-one student consultation on health information, resources and referrals.

Related Job Functions**As Needed****10%**

1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
3. Explore and write Health Education grants and carry out award requirements.

Required Education, Experience, and Credentials

Education and Experience:

- Bachelor's degree in an approved program in health education or related health field. Equivalent to two years of progressively responsible health education experience or combination of education and experience which provides the required knowledge and abilities.

Licenses, Certificates, Credentials:

- Possession of a valid driver's license or the ability to obtain by date of hire.
- Current First Aid and CPR certification, or will obtain certification within first six (6) months of employment.

Required Skills, Knowledge, and Abilities

- Thorough knowledge of health education theories, research, and program assessment; planning, design, implementation, and evaluation of health education programs; and industry standards for the delivery of health education in higher education.
- General knowledge of, or ability to learn quickly, current and emerging college age student health problems and existing methods of intervention and control.
- Working knowledge of the principles of education and social psychology and how they apply to a health education program; and applicable industry standards and practice for health promotions such as those found in the American College Health Association's "Standards of Practice for Health Promotion in Higher Education".
- Working knowledge of social media, marketing and other emerging technology needs for effective health promotion marketing and outreach.
- Ability to assess needs and establish or recommend program priorities and goals and develop plans to achieve goals; collect, compile, chart, and analyze data pertinent to health education program planning.
- Ability to plan, organize, conduct or oversee a variety of health education program and activities including discussion groups and workshops.
- Ability to develop education materials and media such as pamphlets, audio and video materials, and electronic and social media; present ideas and information accurately, effectively and concisely, both orally and in writing.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality with applicable laws and regulations.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Ability to supervise student peers and delegate responsibility as necessary.
- Knowledge of a variety of computer software packages and their application.

Preferred Skills and Experience

- An American Public Health Association approved Master’s degree in Public Health with emphasis on health education, a Master’s degree in Health Science or Public Health Administration or equivalent and/or National (C.H.E.S.) certification are highly preferred. Candidates that possess a Master’s degree and/or C.H.E.S. certification, as stated above, are only required to possess one year of progressively responsible health education experience.

Special Conditions

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Health Educator
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 8147/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R02
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 8/1/24