Georgia State University

Job Specification

Job Title: Wellness Program Administrator

BCAT Code: 09LX43  Effective Date: February 1, 2011
Pay Grade: G15    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Develops health and wellness programs, work and life resources, and personal enrichment or career enhancement workshops.

Examples of Duties
- Assists the Director in the design and implementation of the unit’s 3-year Wellness Action Plan, such as setting goals to expand programs and provide services within the University System of Georgia (USG) and the community.
- Assists the Director in the supervision of undergraduate and graduate student interns assigned to the unit in providing Employer Assistance Program (EAP) and wellness services and programs (including Human Resources (HR), Counseling, and Psychological Services).
- Supports the Director of Clinical Services to Families Affected by Substance Abuse (FASA) clients in individual and departmental consultations, assessments, referrals, short-term counseling, and crisis interventions.
- Provides back-up for on-call emergency clinical coverage as needed.
- Attends Campus Wellness Committee meetings.
- Represents the Director at campus or consortium advisory committee meetings as needed.

Knowledge, Skills and Abilities
- Knowledge of the assigned project area.
- Knowledge of computers and software.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.