MSUAASF NOTICE OF VACANCY
Coordinator of Healthcare and Wellness Services

METROPOLITAN STATE UNIVERSITY, a vibrant and growing public, urban university, is seeking applicants for the position of Coordinator of Healthcare and Wellness services. This is a full-time, probationary position within the [Dean of Students unit, under the Academic and Student Affairs Division]. This position supervises the activities of Healthcare and Wellness services program, and serves as the University’s subject matter expert and authority in all aspects in the provision of Healthcare and Wellness services and activities. This position provides visionary leadership in the administration and organization of Healthcare and Wellness services for a campus of approximately 11,500 students.

Responsibilities:

- Interpret and apply legal documents, regulations and government legislations with knowledge of health and wellness plans and the laws that affect them, including ERISA, IRC, PPACA, HIPAA, ADEA, ADA, USERRA, EEO, PDA, Workers’ Compensation and Safety laws.
- Provide leadership in the overall management and administration of University Health and Wellness Services. Serves as the point of contact for holistic health and wellness needs of the student body.
- Serve as point person for Metropolitan State University, articulating a clear and concise vision of the health and wellness program. Additionally, provide direction for students inquiring or needing assistance in accessing health care or wellness services.
- Work to connect students to internal and external resources to meet their health care and/or wellness needs; Assist eligible students in identifying possible health insurance providers (e.g. MNSure, Medicaid, etc.).
- Assist students in navigating a Telemedicine option and appropriate referral to local health care provider. Partner with vendors and arrange for contracted services.
- Serve as liaison between the University and external healthcare Telemedicine vendor to coordinate health and wellness activities at the University.
- Plan, develop, organize, implement and evaluate a student wellness initiatives to improve health and prevent diseases and disability; shaping the wellness program to meet the needs of the current workforce and goals of the University.
- Deliver health related programs utilizing a variety of strategies: marketing campaigns, group sessions, lectures, etc. Identify inside and outside resources for health education programs: Assess the effectiveness of programs and services offered, including impact on future benefits savings.
- Develop and manage health and wellness budget, coordinating program supplies and educational materials; securing administrative and budgetary support for health promotion activities.

Minimum Qualifications:

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:
Earned BA or MA in Nursing, Public Health, Health Education, Health Promotion, Counseling or any closely related health field discipline; or a Bachelor’s Degree in a non-health field along with a minimum of 3 years full-time Wellness program experience.

Knowledge of ERISA, IRC, PPACA, HIPAA, ADEA, ADA, USERRA, EEO, PDA, Workers’ Compensation and Safety laws

Minimum of 3 years full-time experience in developing, delivering, and evaluating health care and wellness services.

Basic knowledge of disease and illness prevention and healthcare and wellness promotion

Excellent written, verbal and interpersonal communication skills to interact effectively with faculty, staff, students and community members of diverse backgrounds.

Demonstrated competence with MS Word, Excel, PowerPoint and Access; skill in desktop office computing software to include database management and statistical analysis; able to collect, analyze and report on health and wellness data.

Ability to work independently, including strong logistical coordination and organizational skills to manage multi-projects and meet deadlines.

Knowledge and ability to integrate community-based resources to support and sustain well-being.

Demonstrated high level of integrity and confidentiality.

Preferred Qualifications:

- Minimum of 5 years of experience in a Healthcare and Wellness services unit in a college/university/environment or private or public practice delivering Healthcare and Wellness services. Minimum of three years supervisory/administrative experience.
- Administrative experience in a university Healthcare and Wellness services department.
- Extensive experience (e.g., 5+ years) providing Healthcare and Wellness services in a university setting.
- Experience and skills with use of technology to enhance services.

Physical Requirements of the Job: Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job is in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

The University: Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. We provide accessible, high quality liberal arts, professional and graduate education with continued emphasis on marginalized groups, including adults and communities of color. Recognized in 2008 by the Carnegie Foundation for Community Engagement and named to the President’s Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching scholarship and services designed to support an urban mission.

Visit our web site at http://www.metrostate.edu

For campus safety information and crime statistics visit: http://www.metrostate.edu/msweb/resources/depts_services/security/campus_security.html
The School/Academic Department: The Healthcare and Wellness Services is a unit within the Academic and Students Affairs Division and reports to the Dean of Students. Healthcare and Wellness Services will offer an array of robust healthcare and wellness activities and guidance in accessing healthcare services, referral, and resources for students.

Salary: This is a Minnesota State University Association of Administrative and Service Faculty (MSUAASF) Range C position with a salary range of $41,464 (minimum) to $71,819 (maximum). Salary is commensurate with education and experience, and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnSCU) and the MSUAASF organization.

* Employment for this position is covered by the collective bargaining agreement for the MSUAASF which can be found at: [http://www.hr.mnscu.edu/contract_plans/documents/2015-2017_MSUAASF_Contract.pdf](http://www.hr.mnscu.edu/contract_plans/documents/2015-2017_MSUAASF_Contract.pdf)

Application: To apply, go to [http://agency.governmentjobs.com/metrostatemn/default.cfm](http://agency.governmentjobs.com/metrostatemn/default.cfm)

Applications must be received by 11:59 PM on Closing Date: Monday, October 10, 2016

Qualified applicants are required to attach the following documents to their online application:
- Cover letter of interest addressing how your qualifications align with the requirements of this position.
- Current curriculum vita or resume.
- Names of four (4) references with addresses, email addresses and telephone numbers.
- Transcripts - Valid unofficial copies of your transcript showing conferred/awarded date, your name and the academic institution’s name/logo are required. We do not accept copy/paste word documents with a list of courses/grades or DARS reports. If selected for hire, official original transcripts will be required.

If you need help submitting your online application, please contact NEO GOV @ 1-855-524-5627 for technical assistance.

If you have other questions related to this position announcement, please contact Human Resources, Search & Selection Specialist, Carla Ballard @ 651.793.1319.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.