UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

WELLNESS PROGRAM SPECIALIST
(2 Year Contract)

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Human Resources:
The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
The Wellness Program Specialist is a member of the UC Riverside Workplace Health & Wellness unit providing support to the campus wellness programs for UCR faculty and staff. Under the general direction of the UCR Wellness Program Coordinator, this position will assist in the development, marketing, coordination, implementation, and evaluation of the UCR campus wellness programs and initiatives with the goal to create a healthy workplace environment that supports healthy lifestyles and risk reduction.

Key Responsibilities Include:
- Assist and support the development and management of all campus wellness programs, activities, and initiatives for UCR faculty and staff. This includes: health education workshops and classes, healthy lifestyle programs, walking program, awareness campaigns, Wellness Ambassador Program, wellness challenges, consultations and health screenings, presentations, trainings, marketing and communications.
- Create health and wellness related communications such as health education materials, newsletters, and resources.
- Facilitate 1:1 and group wellness education sessions and classes.
- Develop and implement marketing strategies, including social media, to promote programs and increase employee engagement and motivation.
- Work with campus department/units to provide recommendations for creation of a healthy work environment through training, recommendations, and resources.
- Contribute to the smoke/tobacco free policy implementation committee and cessation services.
- Serve as a member of the campus Wellness Oversight Committee (CWOC).
- Collaborate with wellness coordinators/representative at other University campuses and medical centers on various projects, meetings and conference calls.
- Maintain and update wellness website.
- Assist with data collection.
- Provide evaluation methods for all programs.
- Assess and report program outcomes.
- Analyze program effectiveness and associated ROI's if applicable.
- Other duties as assigned to support the campus mission, Human Resources, and the UCR Workplace Health & Wellness Unit.
**Minimum Requirements:**
- Bachelor's degree in public health, wellness, health education/promotion or health related field.
- Minimum of 4-5 years of experience in worksite wellness, health promotion, health education.
- Demonstrated skills associated with the development, delivery, ordination and evaluation of worksite wellness programs and services.
- Demonstrated skill and proficiency in assessing employee health status and providing education on health and wellness related topics such as nutrition, exercise, weight management, stress management, and tobacco cessation.
- Knowledge of principles, theories and best practices of worksite health promotion programs, risk reduction, and health promotion/behavior change.
- Excellent communication skills, including demonstrated writing, editing, and public speaking/presentations skills.
- Highly organized, detail-oriented, self-directed/motivated professional with the ability to multi-task.
- Excellent judgment and decision-making skills within a complex organizational setting.
- Demonstrated ability to work effectively and collaboratively in teams, and with a diverse population of faculty, staff, community partners and vendors.
- Excellent computer literacy skills, with demonstrated skills in Microsoft Word, Excel, PowerPoint, Outlook, and survey tools.

**Preferred Qualifications:**
- Master's degree in public health (MPH), wellness, health education/promotion or health related field.
- Experience in public sector or higher education.

**Conditions of Employment:**
This is a full-time two year contract position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Travel may be required. The budgeted annual starting salary range for this position is **$48,678 - $61,411**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

**Benefits of Belonging:**
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service: [http://atyourservice.ucop.edu/employees/new_employee/orientation.html](http://atyourservice.ucop.edu/employees/new_employee/orientation.html).

**Application Instructions:**
To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website [http://jobs.ucr.edu](http://jobs.ucr.edu) and selecting the browse jobs link. The Wellness Program Specialist number is **201301316767**.

**Filing Date:** Open until filled.