

Edison State Community College invites qualified candidates to apply for the part-time position of Coordinator of Student Wellness. **This position is 100% funded through ODHE for 70 weeks, 25 hours per week, from February 2024 through June 2025.** The Coordinator of Student Wellness is responsible for addressing various areas of needs for students on campus and to serve as an advocate for the students at Edison State Community College. The primary focus of this role will be to connect students with resources for primary needs, such as food and shelter, and mental and physical health. The Coordinator of Student Wellness will work to build relationships with various community partners and develop a wellness program to serve the students on campus.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

In FY2024:

- Build relationships with various community partners to include but not limited to Tri-County Board of Recovery and Mental Health Services, local food banks, local health clinics, Miami County Continuum of Care, Miami County Community Action Council, the YMCA, and the YWCA.
- Utilize information from these organizations to develop a wellness program and provide training for students on topics that affect mental health.
- Educate students on topics such as alcohol and drug abuse prevention, sexual assault prevention and awareness, building healthy relationships, hazing, survivor support, inclusion and belonging, and self-care.
- Serve on Edison State's Title IX Team and Care Team as a pivotal role to connect the overlapping goals and tasks of these teams.
- Lead the growth of Edison State's grass roots "You Matter" campaign into a robust prevention and awareness campaign that includes multiple tactics.
- Establish a formal relationship with a community-based advocacy organization.
- Assist the college with providing a comprehensive prevention plan as outlined in the Changing Campus Culture metrics.

In FY2025:

- Implement the education and training developed in the previous fiscal year to students at the start of fall semester (August 2024).

- Create a comprehensive student resource center where students can receive assistance in making connections with community partners for help with recovery, counseling, housing, food, and physical wellbeing.
- Serve on the planning committee for the Charger Station food pantries and provide strategic guidance and direction on student usage policies.
- Communicate availability of the resource center services and other available resources to students.
- Responsible for meeting one-on-one with students.
- Collaborate with community partners to stretch the usage of the Edison State's student emergency fund.
- Expand the "You Matter" campaign into a robust, multi-strategy prevention and awareness program and play a crucial role in the Title IX and Care Teams.
- Other duties as assigned by the Dean of Enrollment Management and Student Affairs.

Required Knowledge, Skills, and Personal Qualifications:

A background in academic advising, counseling, education or related field is desirable. Must possess strong organizational and leadership skills, excellent customer service, communication and advisement skills, with the ability to work with a diverse student population and the community at large. Strong computer and technical skills required in Microsoft Office. Ellucian Colleague, WebAdvisor, or related student data software experience a plus. Willingness to work a flexible schedule and occasionally travel to regional campuses.

Required Experience:

Three to five years of related experience.

Preferred Experience:

Serving populations within a community college setting preferred.

Required Educational Background:

Bachelor's degree required.

Other:

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Some evening and weekend work may be required.

Supervises following staff:

Student Workers as needed.