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**Posting Number:** 0621960

**Position Type:** University Managerial and Professional Staff

**Employment Posting Category:** University Staff

**Type of Application:** Staff Application  
(required to apply for this posting)

**Organization (Position Organization):** 10080 CO-Chief HR Officer

**Department:** University Human Resources

**Location:** Charlottesville

**Working Title:** Manager, Employee Wellbeing

**Anticipated Hiring Range:** \$85,000 - \$95,000

**Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?** No

**End Date of Position:**

**Posting Date:** 10-21-2017

**Posting Summary:**  
[Click here for an example.](#)

The University of Virginia is seeking an Employee Wellness Manager. The Employee Wellness Manager ensures the provision of best in class wellness services to support the University of Virginia's Academic / Administration Divisions or Health System. This position is responsible for developing the Wellness program and plan design, overseeing implementation and ongoing administration. The incumbent will report to the Senior Director, HR Total Rewards and lead a team of Wellness professionals.

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.

**Closing Date:** Open Until Filled

**Required Applicant Documents:** CV / Resume  
Cover Letter  
Contact information for 3 References - name, email, phone

**E-mail a Friend:** [jobs.virginia.edu/applicants/Central?quickFind=83061](http://jobs.virginia.edu/applicants/Central?quickFind=83061)

**Faculty, Professional Research Staff and University Staff - Executive**

**Tenure Status:**

**Rank:**

**Appointment Type:**

**Academic Year for Position? (e.g. 2015)**

**Employment Conditions for Faculty**

**Univ.Staff - Operational & Administrative (O&A), Managerial & Professional (M&P)**

**Area of Interest:** Human Resources

**FLSA Exemption Status:** Exempt  
[Click here for a definition.](#)

**Posting for UVA Employees Only:** No

**Shift:** Day

**Number of Work Hours Per Week:** 40  
(format: xx.xxxx)

**Number of Months/Year:** 12

**EO/AA Statement:** The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.

**Optional Applicant Documents:****Univ.Staff - O&A or M&P - QUALIFICATIONS****EDUCATION****Required Education**

**What is the minimum level of formal education required to successfully perform the duties and responsibilities of the position? Choose one.** \*Degree Required

[Degree Requirements Analysis](#)

**If degree or equivalent experience required, please specify: (Entries to the right will appear in the posting for this position.)** Bachelor's Degree in health promotion, health sciences, kinesiology, public health, or related field.

[Degree Requirements Analysis](#)

**Preferred Education**

**What level of education is preferred to successfully perform the duties and responsibilities of the position? Choose one.** Master's Degree

**If degree or equivalent experience preferred, please specify: (Entries to the right will appear in the posting for this position.)** Master's Degree in health promotions, public health, nursing, or related field preferred.

**EXPERIENCE**

**Required Experience** Considerable - 4 to 7 years

**What is the minimum level of relevant experience required to**

**successfully perform the duties and responsibilities of the position?**

**Choose one.**

**If any experience is required, please specify kind of experience:**

Significant experience in a workplace setting coordinating and administering a wellness/health promotion or experience in the vendor setting, providing comprehensive wellness services to large clients.

**Preferred Experience**

**What is the minimum level of relevant experience preferred to successfully perform the duties and responsibilities of the position? Choose one.**

None

**If any experience is preferred, please specify kind of experience:**

**LICENSE or CERTIFICATION**

**If yes, what is the required License or Certification.**

Candidate will secure certificate within two years of employment as Master/Certified Health Education Specialist (CHES/MCHES) or related professional certification, if desired certification is not currently secured.

**If yes, what is the preferred License or Certification.**

Desired Certification: Master/Certified Health Education Specialist (CHES/MCHES) or related professional certification. (Other examples of certifications may include RD, Wellcoaches, WELLCERT, or certificates sponsored by the following organizations: NWI, ACSM, AFAA, WELCOA, Totally Coached. If certification is not current, candidate will secure certificate within two years of employment.

**KNOWLEDGE, SKILLS and ABILITIES**

**Required Knowledge, Skills and Abilities:**

Applied career experience with worksite wellness programs, resources and services;

Applied career experience with wellness programs in a higher education and/or health plan setting or experience as a vendor working on wellness with clients in higher education or health plan settings.

In depth knowledge of health plan design and function.

Ability to create a program budget, calculate and report appropriate evaluative measures, such as return on investment (ROI) and present findings to management

Ability to work cooperatively with people at all levels with respect and the ability to respond appropriately in a variety of complex settings

Ability to analyze, interpret and report research findings and recommendations.

**Preferred Knowledge, Skills and Abilities:**

Ability to travel to work site locations for meetings and to deliver program presentations to small and large audiences and for a variety of employee types, including senior leadership.

Knowledge of current and emerging issues and trends impacting the delivery of wellness programs and initiatives

**COMPUTER APPLICATIONS**

**Required Computer Applications:**

Microsoft Office including Word, Excel, and Power Point;  
Database management and presentation software

**Preferred Computer Applications:**

**Univ.Staff - O&A or M&P - EMPLOYMENT CONDITIONS**

**Employment Conditions:** Criminal History  
Sexual Offender Registry  
International Search  
Degree Validation

**Drug Testing Required?**

(Typically positions involved in patient contact, mass transportation or law enforcement are included) No

Is this position eligible for Telecommuting? Yes

Is this position eligible for an Alternate Work Schedule? Yes

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For additional support, please visit <http://peopleadminsupport.com/5-8/>