

**Wellness Coordinator (PT)**

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Wellness Coordinator for the **Mental, Academic, and Physical Preparedness (M.A.P.P.) grant**. He/she will report directly to the Project Director and be responsible for managing the operations of the Wellness Center, encompassing site administration, coordination of scheduling for students and related responsibilities. He/she will be responsible for developing, implementing and overseeing wellness programs that address the physical, mental and emotional health needs of students. Collaborate with various departments. He/she will also oversee the day-to-day operations of the new wellness/gym facility which involves ensuring that gym equipment is well-maintained, functional and available for use; and enforce all gym policies ensuring a safe environment for all users. This position will work directly with students and assist (M.A.P.P.) staff when needed. The Wellness Coordinator should have strong interpersonal and communication skills and be able to work with diverse populations. He/she should have an excellent level of responsibility, reliability and punctuality and exert appropriate and professional behavior.

**Minimum Qualifications**: The candidate MUST possess an Bachelor’s Degree in health and Wellness OR related field \*AND\* two (2) years of experience.

NOTE: Experience may substitute for the degree on a year-for-year basis.

**Preferred Qualifications**: The candidate MUST possess a Bachelor's Degree in in health and Wellness OR related field and have three (3) years of experience in the field.

**Physical Demands: Work** may be performed in an office with intermittent sitting or walking in various settings. The employee may occasionally lift or move objects of light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary: Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience. Work schedule may include online courses, as assigned.

**Application Deadline:** All application packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx>

please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |