

## **WARTBURG COLLEGE**

### **POSITION DESCRIPTION**

#### **Title of Position- Health and Human Performance Coordinator**

Preparation Date: July 11, 2019

#### Function of Position:

This is a part-time 12-month position. Responsible to the Chair of the Health and Human Performance department for coordinating, teaching, assessing, and evaluating programs within the department.

#### Principal Duties and Responsibilities:

- 1) Serve as an instructor in the Health and Human Performance department teaching 3 course credits per academic year (fall, winter, and May terms). (45%)
- 2) Serve as the student internship coordinator in the Health and Human Performance department providing oversight and assessment for the program. (25%)
- 3) Serve as the primary academic advisor for Physical Education students. (15%)
- 4) Assist with recruitment efforts for the department, including faculty, staff, and students. This could include participation in student visit days, scholarship days, Cedar Valley Science Symposium, and assisting with recruitment of qualified adjuncts to deliver courses within the PE major requiring specialized credentials. (10%)
- 5) Assist the Department Chair and Education department with completing yearly assessment data and reports for the PE major. (5%)

#### Supervision:

Employee proceeds independently working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

#### Preferred Qualifications:

M.S. in Sport Management and related experience in college level teaching, mentoring, and student development.

Outstanding communication skills with the ability to interact across diverse populations.

Demonstrated ability to work with cross-functional teams.

Fast learner, self-starter, collaborator and team player.

Candidate should also display good problem-solving skills and attention to detail.

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.**