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Job Description

Director of Healthier U - 1900412



Stony Brook University

Required Qualifications (as evidenced by an attached resume):

Masters Degree (foreign equivalent or higher). Five (5) years of experience in a directly related field to include experience working within a wellness program. Supervisory experience. Advanced computer skills, including the ability to use the Internet, Microsoft Office, and social media.

Preferred Qualifications:

Master's degree (foreign equivalent or higher) in a Health related field. Five (5) or more years of full-time experience working within an employee wellness program. Experience working in higher education or health care setting. Strategic planning experience. Grant writing experience. Experience creating, revising and reviewing policies and programs. Familiarity with employee benefits and/or health insurance plans.

Brief Description of Duties:

The Healthier U Director reports directly to the Chief Deputy to the President, the incumbent will serve in a leadership position to advance a major strategic priority for the institution. In doing so, the incumbent will develop policy and programs to support a healthy work environment.

The selected candidate will have strong communication and presentation skills. They will have the ability to collaborate with a broad range of constituents with an aptitude for developing and fostering relationships. They must possess strong leadership and organization skills as well as having well-developed interpersonal and customer service skills.

- Develop and recommend policy to the University President and Council in order to support a healthy work environment for employees.
- Provide overall leadership in the continued development and implementation of Stony Brook's Healthier U workplace wellness initiative.
- Assume responsibility for and provide oversight to the Employee Assistance Program (EAP), incorporating this under the umbrella of Healthier U.
- Working with the EAP Committee provide guidance and direction to the Program, encouraging the expanded promotion of EAP services and the broader use of online resources.
- Supervise the EAP Coordinator (s) and oversee support staff.
- Oversee the EAP budget and expenditures including the Hardship Fund.
- Having attended EAP training, the Director of Healthier U will serve as a backup EAP Coordinator. In this role s/he will provide confidential information/assessment/ referral and consultation to employees, and provide consultation to management as requested.
- Work with HR departments to identify and, where appropriate, offer workshops on EAP related topics.
- Make data-driven recommendations/decisions that help achieve the institution's goals and effectively communicate with key University leaders.
- Serve on Committees, and work with volunteer committee members
- Ensure diverse wellness programs (including health screenings, activities, assessments, education, and tobacco cessation), appropriate incentives and health-related information/resources are available to the diverse workforce at the University.
- Partner and work with parallel health-related initiatives/areas from across campus that provide resources to the campus community, in an effort to synchronize efforts and work towards building a culture that embraces and promotes wellness.
- Develop and maintain metrics in order to assess Healthier U's impact and effectiveness.

- Oversee/implement communication strategy, marketing, promotion, and cross-promotion of Healthier U's brand – including messaging to new employees.
- Expand Healthier U's reach and engagement of employees on East and West Campus, as well as at Southampton, the Long Island State Veteran's Homes (LISVH) and the Research and Development (R&D) Park.
- Responsible for ensuring the Healthier U website and related information is current and accessible.
- Responsible for preparing the annual budget and monitoring all expenditures. Seek external funding and submit grant requests.
- Maintain awareness of national/local health issues, trends, and best practices; develop mechanisms to help employees prevent and respond to such issues.
- Maintain awareness of federal/state imposed laws and regulations relevant to a workplace wellness program that is part of a complex public University with an academic medical center.
- Work closely with Human Resources department to ensure proper communication of available programs to existing and new employees.
- Recruit and supervise student interns.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

Special notes:

This is a Management Confidential position. This is a full time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption. Some light travel required. This position has an option of being an 11 month position which would be discussed in more detail upon interview.

Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at stonybrook.edu/tobaccofree.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

About Stony Brook:

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollock House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632-6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>.

Official Job Title: Assistant to Vice President

Job Field: Administrative & Professional (non-Clinical)

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Organizational Wellness / Healthier U-Stony Brook University

Schedule: Full-time Day Shift 8:30 am - 5:00 pm **Pass Days:** Sat, Sun

Posting Start Date: Feb 13, 2019

Posting End Date: Mar 15, 2019, 10:59:00 PM

Salary: \$85,500- \$109,450K ANN/1 FTE. CWE-The 11 month salary range is \$78,375-\$100,329.16 CWE-

Salary Grade: MP5

Appointment Type:Regular

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