



# THE COLLEGE OF **WOOSTER**

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## Director of Longbrake Student Wellness Center

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### Position Profile



# The Opportunity

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**The College of Wooster** is pleased to announce the national search for the next **Director of the Longbrake Student Wellness Center**. This is an extraordinary opportunity for a leader committed to serving students holistically. The Director will provide strategic direction, long-term vision, and inspiration to staff, while advancing a comprehensive, inclusive, and integrated student wellness model. This position oversees Medical and Counseling Services, as well as Health Education and the administrative operations of each area. The programs and services require a strong focus on enhancing the student experience within a residential college setting with a diverse student body from across the U.S. and over sixty-eight nations.

The Longbrake Student Wellness Center (LSWC) is a one-of-a-kind comprehensive health center for College of Wooster students enrolled on a full-time basis. The staff consists of physicians from the Cleveland Clinic Wooster, professional mental health counselors, health education coordinator, office administrator, and registered nursing staff to maintain 24-hour service during the academic year.

The College is seeking a strong advocate and innovative leader with an appreciation for working with an interdisciplinary team and overseeing a highly dedicated staff in support of student wellbeing. This position requires an exceptional communicator who will be proactive in establishing strong partnerships and engendering trust across the campus. The successful candidate will have expertise in and the ability to focus on ensuring outstanding, student-centered healthcare; a holistic perspective and collaborative disposition regarding the essential connections between health and counseling services, with preventative education as a strong foundation for the work; and a significant and demonstrated record of being an effective administrator who champions and advances diversity and inclusive excellence.



# About The College of Wooster

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The College of Wooster is the nation's premier college for mentored undergraduate research and the most internationalized campus in Ohio. Founded in 1866, the college enrolls approximately 2,000 students. Located just 45 minutes from Cleveland, Wooster offers an excellent, comprehensive liberal arts education in a spirited residential setting, culminating in every student creating new knowledge through a rigorous, in-depth project of inquiry or creative expression. Wooster is a vibrant, diverse,

unpretentious community of learners with a strong commitment to diversity, equity, and inclusion. Students can be themselves at Wooster, discover and pursue their passions, connect learning in the classroom to the real world through paid internships, research fellowships, and other experiential opportunities, and forge lifelong bonds with faculty, coaches, and staff. <https://wooster.edu>

## Position Summary

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This position reports to the Vice President for Student Affairs and Dean of Students and serves as a key member of the divisional leadership team. As the lead administrator of the Longbrake Student Wellness Center (LSWC), a 24/7 student resource center, the Director provides strategic direction and supervision for a comprehensive portfolio, including Health Services, Counseling Services, Health Education, and Center Administration. The Director leads a collaborative and integrated model of holistic wellness that addresses the needs of a diverse student population through well-being programs and services that address the intellectual, physical, emotional and social needs of students.



# Duties and Responsibilities

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## Direct Staff Supervision

- Provides vision, direction, and strategic leadership for the Longbrake Student Wellness Center
- Supervises the Nurse Manager, Director of Counseling, Director of Health Education, and the Administrative Coordinator.
- The Director is also the primary administrative liaison with the physicians from The Cleveland Clinic Foundation who provide medical treatment to students.
- Monitors the work of the Administrative Coordinator, including medical billing and electronic medical recordkeeping function.
- Oversees the College's contracted telehealth program for students which provides 24/7 medical and mental health telehealth care.
- Serves on Division of Student Affairs Committees, as assigned.
- Serves as a College Representative on other Committees and at Campus Functions.
- Prepares and administers the budget for the Longbrake Student Wellness Center. Develops departmental budget requests and expenditures to advance departmental goals in accordance with fiscal policies and procedures.
- Meets with the Director of Cleveland Clinic in Wooster yearly for contract renewal.
- Participates in developing relevant College policies.
- Maintains the drug license, CLIA Waiver Lab license, American College Health Association membership, Ohio College Health membership, and malpractice insurance for professional staff.
- Monitors the professional conduct and certification of the staff.
- Conducts regular staff meetings and provides opportunities for continuing education as needed to maintain licensure and quality care.
- Ensures that Longbrake Student Wellness Center staff has access to up-to-date medical information and training.
- Provides professional development activities and opportunities to enhance performance and an effective team approach to the delivery of a broad range of clinical, emergency, preventative, and general health education.
- Submits annual performance evaluations for direct reports.

## Duties and Responsibilities (Continued)

### Program Management

- Maintains a system of efficient management of the Longbrake Student Wellness Center and provides a competent, friendly, adaptable, and cooperative atmosphere for students and staff.
- Oversees security and maintenance of Longbrake Student Wellness Center. Consults with Campus Safety regarding any situation which may affect the safety of the students, staff, or building.
- Plans and implements assessment efforts that inform fiscally responsible, and data driven decision making for the programs, services, and activities within the scope of the position.
- Improves process to enhance current wellness programs, services, programs, and resources in the Wooster student community.
- Collaborates with campus partners in student affairs, including the athletic trainers housed in Athletics.
- Works with student groups and other student resources to promote student engagement and involvement in the Center.
- Responds to wellness education queries from faculty members, students, and their parents.
- Develops, prepares, and coordinates grant application and grant-related activities to obtain funding for wellness education programs.



## Duties and Responsibilities (Continued)

### Other Responsibilities

- Communicates regularly with the Vice President and Dean of Students, or designee, on matters regarding the operation of the Wellness Center and special or unusual health- and wellness-related matters involving students.
- Stays abreast of legal and regulatory issues and best practice standards related to primary healthcare, mental health on campus, and outreach education/health promotion.
- Provides programming, as appropriate, in area of specialization.
- Designs and conducts evaluations and diagnostic studies to assess the quality and performance of Longbrake Student Wellness Center and health education programs.
- Oversees electronic medical records and upholds HIPAA, FERPA, and other professional standards.
- Available to staff 24/7 and on-call 24/7.
- Other duties as assigned.



### Level of Supervision Received

Works independently with supervision from the Dean of Students. Lead physician represents the team of physicians appointed by the Cleveland Clinic Foundation Wooster to serve the medical needs of the College of Wooster students. We work under his/her DEA license and guidance.

### Competency

Proficient in delivering excellent supervision of other employees to facilitate excellent care at Longbrake Student Wellness Center.



# Qualifications

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience**

- Advanced degree in public health, health administration, medicine, nursing, social work, psychology or other related fields.
- A minimum of eight years of relevant professional experience that demonstrates preparedness for the leadership responsibilities of the position.
- A minimum of five years of supervisory and/or administrative leadership experience.
- Familiarity with the delivery of both medical and mental health services.
- Experience with electronic patient billing.
- Demonstrated commitment to serving, and experience with effective outreach to, a diverse student population, as well as a commitment to supporting historically marginalized and underserved populations.
- Experience with program development, outcomes assessment, and the use of data to enhance services and make decisions.
- Strong consultation skills with keen ability to assess situations and recommend appropriate responses; ability to perform under stress when confronted with unusual or emergency situations.
- Excellent interpersonal, communication, and public speaking skills.



**Preferred: Experience in a residential liberal arts college environment.**

# Application Process

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The College has partnered with Keeling & Associates, LLC for this search. Applications should include a resume/curriculum vitae and a cover letter addressing your interest in and qualifications for the position. Application materials must be sent, preferably as PDFs, to [recruiting@keelingassociates.com](mailto:recruiting@keelingassociates.com) with the subject heading “The College of Wooster - Director.” Candidates are encouraged to submit materials by **April 14, 2022**, to receive full consideration. The search will continue until an appointment is made.

Confidential inquiries and nominations should be addressed to the K&A senior consultant leading this search, Dr. Lili Rodríguez, at [lrodriguez@keelingassociate.com](mailto:lrodriguez@keelingassociate.com) consultant leading this search, Dr. Lili Rodríguez, at [lrodriguez@keelingassociate.com](mailto:lrodriguez@keelingassociate.com)



## Equal Employment Opportunity Statement

*The College of Wooster does not discriminate on the basis of race, color, sex/gender, gender identity, gender expression, medical condition, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by institutional policy, or by state, local, or federal law. All offers of employment are subject to verification of the legal right to work in the United States as required by federal law. The College of Wooster is committed by policy and practice to diversity, equity and inclusion. For more information on our nondiscrimination policy visit: <https://www.wooster.edu/info/nondiscrimination>*