

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Work/Life Services**

Job Code: **3379**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	Master's degree
Experience	Two to three years related experience	Experience in higher education setting
License/Certification	LPC	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Work/Life Coordinator is responsible for serving as the front-line person assisting faculty and staff in areas of work and family balance. The Work/Life Coordinator's responsibilities include working with campus committees to continue to develop and implement work/life policies and/or programs. This position requires the incumbent to communicate clearly to their peers, clients, customers and vendors, as well as the ability to work not only as an effective team member on various projects but also autonomously and make independent decisions, often under pressure. The incumbent must be detail-oriented, analytical, and able to handle multiple projects simultaneously, as well as the ability to lead teams on projects to completion. This position works on special projects as assigned.

Duties and responsibilities	% Time
Develops seminars, classes and workshops on work/life issues; works with offices on campus to develop and coordinate programs and curriculum and work with off-campus partners to develop on-campus programs and seminars.	35
Create and manage a university discount program, negotiate and publicize employee and student discounts at various businesses.	30
Build support and advocacy networks on campus for a range of work/life issues (for example, parenting, health related groups, retiree groups, eldercare, grief and loss, etc.)	15
Develop referral and reference resources for a range of work/life issues.	10
Responsible for managing the relationship with our EAP provider. The management of this vendor includes the service management (complaints, concerns, expansion of services, process improvement), evaluation of performance, coordination and communication with faculty and staff. Supports faculty and staff recruitment and relocation efforts as it relates to providing information about area programs, child care, elder care, etc. Develop and implement work/life policies such as telecommuting, job sharing, flex time, etc. Other related duties and special projects as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.