



Job Description

Job Title:	Director, College Health and Wellness Center	Salary Range:	26
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the direction of an administrator or designee, the Director, College Health and Wellness Center provides leadership, strategic planning, and oversight for the campus Health and Wellness Center. The Director is responsible for the design, implementation, and continuous improvement of campus-wide student health and wellness services, managing day-to-day health center operations, and ensuring compliance with local, state, and federal regulations, including HIPAA, OSHA, FERPA, the Clery Act, and Title IX.

The Director, College Health and Wellness Center integrates trauma-informed care, public health best practices, and holistic wellness models to foster a campus environment that prioritizes student and employee well-being.

DISTINGUISHING CHARACTERISTICS

The Director, College Health and Wellness Center is responsible for campus-wide student health and wellness initiatives, compliance oversight, and related strategic partnership development. This position ensures the integration of physical health, mental health, and wellness education and services to enhance student retention, academic success, and overall well-being. The Director requires strong leadership, budget management, regulatory expertise, and crisis response capabilities in a higher education setting.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Health and Wellness Program Development

1. Plans, develops, and implements campus-wide health and wellness programs to address student needs, emerging public health concerns, and regulatory requirements.
2. Collaborates with campus leadership, faculty, and student services to integrate wellness initiatives into academic and student life programs.
3. Leverages data analytics and public health research to develop evidence-based programming and outreach strategies.

Clinical and Operational Oversight

4. Manages and provides oversight of the day-to-day operations of the campus Health & Wellness Center, ensuring adherence to best practices in ambulatory care, patient safety, and infection control.
5. Provides direct patient care within scope of licensure, including health screenings, triage, treatment, and emergency medical response.
6. Oversees clinical quality assurance, HIPAA compliance, and risk management protocols for medical and mental health services.



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Emergency Preparedness and Crisis Response

7. Provides leadership in campus-wide health and safety emergency preparedness and response efforts, including pandemic response, mass casualty protocols, and natural disaster planning.
8. Oversees and coordinates Naloxone (Narcan) training, Stop the Bleed initiatives, and mental health crisis intervention programs.
9. Collaborates with Campus Safety and Emergency Management to develop joint response protocols for medical and mental health crises.

Regulatory Compliance and Risk Management

10. Ensures compliance with all state and federal regulatory guidelines related to student health services, including OSHA, HIPAA, FERPA, the Clery Act, and Title IX.
11. Monitors legal and regulatory changes, ensuring policies and procedures are updated accordingly.
12. Serves as the primary liaison with regulatory agencies, including the California Community Colleges Chancellor's Office (CCCCO), the Health Services Association of California Community Colleges (HSACCC), and local public health agencies.

Health Promotion and Community Outreach

13. Leads campus-wide public health campaigns, mental health awareness programs, and wellness workshops.
14. Builds and maintains strategic partnerships with local hospitals, mental health providers, and public health agencies to expand student access to medical and behavioral health resources.
15. Oversees the development and distribution of health education materials, digital health campaigns, and wellness resource guides.

Fiscal and Resource Management

16. Develops and administers the annual Health & Wellness Center budget, ensuring financial sustainability and compliance with district policies.
17. Identifies grant opportunities, alternative funding sources, and partnership models to expand health and wellness services.
18. Oversees medical supply procurement, equipment maintenance, and medication inventory management.

Staff Development and Supervision

19. Recruits, hires, trains, and evaluates Health & Wellness Center staff, including licensed healthcare providers, mental health professionals, and support personnel.
20. Provides ongoing professional development for staff on cultural competency, trauma-informed care, and emerging health trends.
21. Develops scheduling systems and staffing models to ensure adequate clinical coverage and service availability.



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Technology and Data Management

22. Oversees implementation and utilization of Electronic Health Records (EHR) systems, telehealth platforms, and digital health solutions.
23. Ensures secure and compliant data management practices, including patient record confidentiality and reporting requirements.
24. Leverages data analytics to monitor trends in student health and inform decision-making.

Diversity, Equity, and Inclusion

25. Ensures equitable access to healthcare services for all students, including historically marginalized and underrepresented populations.
26. Develops culturally competent health education programs that address the unique needs of diverse student populations.
27. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

28. Performs other related duties to support the overall objective of the position.

WORKING RELATIONSHIPS

The Director, College Health & Wellness Center collaborates with internal stakeholders—including administrators, faculty, student services personnel, and student organizations—to integrate health services with institutional objectives and support student well-being. Externally, the Director partners with healthcare providers, community agencies, regulatory bodies, and vendors to enhance service delivery and ensure compliance with relevant standards. These relationships are essential for fostering a comprehensive and inclusive approach to campus health and wellness.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree in Nursing, Public Health, Health Care Administration, Counseling, or related discipline;

OR

- Bachelor's Degree in Nursing **AND** a Master's Degree in Health Education, Sociology, Psychology, Counseling, Health Care Administration, Public Health, or Community Health;

AND

- Four (4) years of formal training, internship, or leadership experience reasonably related to the assignment;
Or, Any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and



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understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- At least three (3) years of leadership or management experience in student health services, ambulatory care, or a related healthcare setting.
- Experience in Recruiting, Training, and Evaluating Healthcare Staff, and Preparing Staffing Schedules.
- Experience managing multidisciplinary health and wellness teams.
- Strong background in regulatory compliance, budget management, and risk assessment.
- Current certification as a California Nurse Practitioner (NP) in Adult or Family Medicine.
- Experience managing behavioral health programs, including telehealth services.
- Familiarity with Electronic Medical Records (EMR) systems and health technology platforms.
- Active involvement in professional organizations such as HSACCC, ACCHA, ACHA, or APA.
- Experience in shared governance in an educational setting.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of California Education Code and Title 5 requirements related to community college student health services.
- Knowledge of clinical medical practices and regulations.
- Knowledge of clinical psychology; research methodologies, including data collection and analysis.
- Knowledge of public health principles, including epidemiology, disease prevention, and trauma-informed care.
- Knowledge of mental health care models, including crisis intervention, telehealth, and integrated behavioral health services.
- Knowledge of professional organizations and resources pertinent to nursing and student health services.
- Knowledge of Electronic Medical Records (EMR) systems and web-based health portals, including data security and patient confidentiality protocols.
- Knowledge of shared governance structures and processes within educational institutions.
- Knowledge of accreditation and licensure requirements across health disciplines.
- Knowledge of budget development, resource planning, and grant oversight.



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- Knowledge of occupational safety and infection control protocols.
- Knowledge of the Occupational Safety and Health Administration (OSHA).
- Knowledge of instructional technologies, electronic health records, and educational software.
- Knowledge of program review, institutional planning, and educational effectiveness indicators.
- Knowledge of principles of staff supervision, evaluation, and training.
- Knowledge of appropriate technology applications, including databases, spreadsheets, web content, and social media platforms.
- Knowledge of federal and state regulations related to student services, such as the Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership, supervision, staff development, and personnel management.
- Conflict resolution and change management.
- Strategic planning, decision-making, and conflict resolution.
- Analyzing program data to support continuous improvement and compliance.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to develop and implement campus-wide public health strategies and wellness initiatives.
- Ability to analyze and interpret complex health data to make evidence-based decisions.
- Ability to recruit, train, supervise, and evaluate healthcare staff, including developing and managing effective staffing schedules to ensure optimal clinic operations.
- Ability to lead multidisciplinary teams, including medical professionals, counselors, and administrative staff.



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- Ability to manage financial resources, including budgeting, grants, and healthcare service contracts.
- Ability to apply advanced critical thinking, problem-solving, and analytical skills to complex health and administrative issues while upholding professional standards and demonstrating strong interpersonal skills.
- Ability to serve as a visible and proactive campus leader, fostering a culture of well-being.
- Ability to effectively implement and utilize EMR systems and web portals to enhance patient care and clinic efficiency.
- Ability to engage actively in relevant professional organizations to stay abreast of industry trends and best practices.
- Ability to develop and maintain collaborative relationships with community health agencies, hospitals, and related organizations to facilitate referrals and partnerships.
- Ability to participate effectively in shared governance, contributing to collaborative decision-making processes.
- Ability to lead and supervise diverse educational programs and personnel.
- Ability to foster a student-centered and equity-minded culture.
- Ability to interpret and apply complex regulations and procedures.
- Ability to coordinate and direct a complex instructional and clinical program.
- Ability to plan, organize, and execute multiple priorities to meet schedules and timelines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Current licensure in California as a Registered Nurse.
- Current California Public Health Nurse Certificate.
- Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR) for Healthcare Providers Certification.
- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.



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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). The incumbent may require the physical endurance and ability to perform CPR or other emergency interventions when necessary; requires the ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting injured patients, pushing and pulling a wheelchair with an adult patient, standing, bending, kneeling, or crouching during medical examinations and emergency situations.

Specific vision abilities required by this job include close vision and the ability to conduct patient assessments, interpret medical data, and ensure effective communication. The incumbent must demonstrate the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed. Travel between campuses or to external clinical sites, professional meetings, trainings, and/or accreditation activities may be necessary to fulfill program and accreditation obligations.

Mental Demands:

While performing the duties of this class, the incumbent is required make prompt, informed decisions, particularly in emergency situations, balancing clinical considerations with institutional policies. The incumbent must demonstrate emotional resilience to manage exposure to sensitive health issues and providing support in crisis situations requiring professionalism and composure. The incumbent will analyze multifaceted health and wellness challenges, develop strategic solutions, and implement effective programs.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent performs work in a fast-paced outpatient clinical environment requiring the ability to keep pace within appointment system and appropriate pace for walk-in patient load; subject



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to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to biological conditions which may be unhealthful or hazardous such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects.

Requires the ability to visually assess injuries and the ability to communicate effectively in person and on the telephone for the purpose of gathering information, explaining procedures, or a variety of other matters to individuals with varying degrees of knowledge.

The incumbent performs work in an office environment and outdoor environment in time of emergency/disaster; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 3-4 hours); read a variety of printed materials and information on a computer screen for extended periods of time; repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects and persons.

Working Conditions:

Work is performed indoor office, classroom, and/or clinical/laboratory conditions.

The incumbent may be subject to exposure to hazardous or potentially dangerous substances including contact with bloodborne pathogens, bodily fluids, infectious/communicable diseases, and other health and safety risks typical of healthcare environments. Appropriate training and adherence to safety protocols, including use of personal protective equipment (PPE) are required.

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.