

South Texas College

Job Announcement 2025-5025

Title: Wellness Center Aide (Part-time Temporary)

Dept: Kinesiology

Reports to: Coordinator of Kinesiology Instructional Facilities

Pay Grade: Part-time

Salary Range: Minimum \$15.50/Hour

Campus: Starr

FLSA Status: Non-Exempt/Hourly

General Statement of Job

Provides high quality Health & Wellness activities for the Wellness Centers in a professional and welcoming environment.

Specific Duties and Responsibilities

Essential Functions:

1. Assists in developing and facilitating wellness activities.
2. Assists with the planning and hosting of an annual Turkey Trot.
3. Assists in the day-to-day operations of the Wellness Centers.
4. Performs front-desk duties as required, i.e. answering phones, data entry, registering members, updating files and other similar duties.
5. Administers fitness assessments, such as Body Fat %, Body Mass Index and Weight measurements.
6. Promotes positive morale and teamwork within the centers.
7. Greets students, faculty, staff, and general public in a professional, pleasant manner and provides excellent customer service.
8. Attends and participates in college-sponsored events.
9. Enforce rules and regulations of facility usage and access.
10. Enforce equipment protocol as part of a safe and secure environment and ensures proper conduct.
11. Facilitates Wellness Center maintenance, upkeep and organization of equipment.
12. Reports inventory, custodial and equipment issues to Coordinator of Kinesiology Instructional Facilities.
13. Ensures professional demeanor when working with students and employees.
14. Open and secure the facility on a daily basis.
15. Assist with setting up facility for programs and events.
16. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED, required; certificate of completion or 30 college hours,

- preferred.
2. Minimum one year experience in higher education and/or related field preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Good critical-thinking and problem-solving skills.
4. Maintains familiarity with the College's policies in regards to academic standards.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to write routine reports and correspondence.
12. Ability to speak effectively before groups of students, parents, customers or employees of organization.
13. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
14. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
15. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
16. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 100 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Bending the body downward and forward by bending leg and spine. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
4. Perceiving the nature of sounds at normal speaking levels with or without correction.
5. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

6. Bending legs at knee to come to a rest on knee or knees.
7. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
8. Ability to make rational decisions through sound logic and deductive processes.
9. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
10. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
11. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
12. Applying pressure to an object with the fingers and palm.
13. Picking, holding, or otherwise working, primarily with the whole hand.
14. Extending hand(s) and arm(s) in any direction.
15. Substantial movements (motions) of the wrist, hands, and/or fingers.
16. Standing particularly for sustained periods of time.
17. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
18. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
19. Shouting in order to be heard above ambient noise level.
20. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.