

# HR Specialist, Wellness

## Position Summary

The HR Specialist, Wellness position is a vital role designed to provide best in class wellness-related services to support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of wellness activities, such as supporting the administration of the University's wellness programs in accordance with established policies, support development of effectiveness measures for existing programs, and providing input into the decisions about the University's wellness programs. The incumbent will report to the Director, Total Rewards and will not have direct reports.

## Responsibilities and Duties

- Administer wellness programming in partnership with key internal and external wellness vendors according to established policies
- Administer the wellness programs' programming and delivery according to established policies
- Evaluate wellness program and provide recommendations for program evaluations
- Assist with the collection of data
- Partner with Service Team
- Conduct needs assessments and analyses to ensure that services address customer demands

## Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

## Knowledge, Skills and Abilities

- Apply knowledge of current health and wellness trends
- Forge relationships with partners in the health promotion and wellness arenas
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Demonstrate strong organizational skills and attention to detail

## Minimum and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Preferred Experience:**

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

**Required Education:** Bachelor's degree