

Job Announcement: Student Health and Wellbeing Coordinator

Location: Temple University Rome Campus

Schedule: Full-time | Some evening and weekend hours required

Overview: Temple University Rome is seeking a qualified and dedicated candidate to join the Student Life Team as Student Health and Wellbeing Coordinator. Reporting directly to the Assistant Director of Student Life, the Coordinator plays a key role in supporting the daily operations of the University's health and wellness initiatives. This role works in close collaboration with the Medical and Counseling Teams, as well as with Temple's Global Health, Safety, and Security Team and Student Affairs. Serving as the primary point of contact for students, the Coordinator fosters an inclusive and supportive environment that prioritizes holistic health and well-being. The position combines administrative, programmatic, and student support responsibilities to ensure the effective, coordinated, and compassionate delivery of health services.

Key Responsibilities:

The Student Health and Wellbeing Coordinator's responsibilities include, but are not limited to:

Care Coordination

- Oversee student care plans, schedule appointments, and ensure timely access to medical and counseling services.
- Coordinate with the Medical Team, counselors, and nursing staff to provide integrated support.
- Perform wellness check-ins and follow up with students experiencing health concerns.
- Support the Medical Team in arranging medical accommodations for students in housing or on campus, including pre-departure coordination when needed.
- Assist with insurance activation and navigating both the Italian public and private healthcare systems.

Liaison and Communication

- Act as a point of contact between students, medical professionals, insurance companies, travel assistance provider, and the University to facilitate communication and collaboration.
- Communicate in a timely manner with the Education Abroad and Global Health, Safety, and Security teams regarding medical emergencies or ongoing cases.
- Serve as a referral resource for students seeking medical, counseling, or wellness support.
- Reinforce Temple University Rome policies and procedures related to student success.
- Work with Temple University – Main Campus to ensure consistent practices, as applicable, across multiple disciplines including student conduct, counseling services, and student health services.
- Provide on-ground and triage support in emergency situations for student and their emergency contact designees as necessary.

Administrative and Case Management

- Manage daily office operations, respond to inquiries, and maintain accurate, confidential health records.
- Handle administrative tasks, review documentation, and organize files to support the Medical Team.
- Review and manage insurance claims and reimbursement to expedite resolution.
- Prepare data, reports, and assessments for University leadership.
- Be on call for student medical emergencies, including outside normal office hours.

Program and Policy Management

- Plan, implement, and evaluate health and wellness programs, workshops, and events.
- Contribute to the development and monitoring of health-related policies and procedures according to industry best practices.
- Assist with resource management, including medical staff scheduling and supply coordination.

Other Duties

- Perform additional tasks as assigned to support the mission and operations of the Student Life Office.

Qualifications:

- Legally eligible to work in the EU.
- Master's degree and at least two years of relevant administrative or coordination experience, or equivalent combination of education and experience.
- Strong organizational, multitasking, and problem-solving abilities.
- Proficiency in both English and Italian (spoken and written).
- Excellent communication and interpersonal skills.
- High level of discretion and commitment to confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Flexibility to work some evenings and weekends as required.
- A student-centered, service-oriented mindset and adaptability in a fast-paced, multicultural environment.

Preferred:

- Bachelor's or Master's degree in Public Health, Health Administration, Psychology, Education, Nursing, or a related field.
- Experience in higher education, student services, or international programs.
- Familiarity with health promotion, wellness, or student development principles.

Schedule & Compensation:

This is a full-time (38 hours/week) position offered as a one-year term contract with the possibility of renewal. Compensation to be determined based on experience and qualifications.

Application Process:

Interested candidates should upload a resume, cover letter and 2 to 3 references here: https://tuprd-my.sharepoint.com/:f/g/personal/tun21226_temple_edu/EoGlgGOZNaFOtm2MKM5xEswBlzmKh6qVI1w7FWPBIFf8uA

Documents should be named as: Last Name First Name CV, Last Name First Name Cover Letter, Last Name First Name References.

Applications will be reviewed on a rolling basis. Start date is anticipated for early January 2026. Questions can be directed to nicole.leonardelli@temple.edu.

Working Conditions and Environment:

Temple University Rome is supported by a small, collaborative team dedicated to advancing campus initiatives and enhancing the student experience. Please note that availability during evenings, weekends, and holidays may occasionally be required based on program needs.

Equal Opportunity Employer:

Temple University Rome is committed to diversity and inclusion, and all applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.