UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Assistant Director, Student Life/Substance Abuse Prevention Services

DIVISION: Student Affairs

REPORTS TO: Director, Student Life

GRADE: 13

SUPERVISES: Project coordinators, graduate assistants and interns, Peer educators, undergraduate employees, support staff

BASIC FUNCTION:

Initiate, supervise, and evaluate a combination of environmental and individual interventions for substance abuse prevention and harm reduction; participate in research and evaluation of interventions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Foster a campus-wide interdisciplinary approach to prevention and harm reduction efforts.

Serve as trainer and consultant for University departments regarding substance use and abuse.

Implement regular monitoring of levels of substance use and effectiveness of interventions.

Research, interpret, and supervise University compliance with state and federal statutes, such as the Drug Free Schools Act.

Develop supplemental program funding sources from government and private funding agencies.

Coordinate crisis intervention and media management concerning substance abuse issues.

Serve as liaison and consultant to off-campus groups such as the University/Town Coalition, school systems and prevention agencies.

Provide individual students with substance abuse assessments, life skills training, counseling, and referrals as necessary.

Design, coordinate, and evaluate interventions for the general student population and for specific student groups (e.g., freshmen, athletes, Greeks).
Design, coordinate, and evaluate interventions for students who violate substance abuse policies.

Teach courses in substance abuse prevention and peer education.

Advise student groups engaged in prevention efforts.

Initiate, supervise, and evaluate interventions and programming.

Conduct social marketing efforts for prevention and harm reduction work.

Encourage and support development of healthy traditions and social/recreation opportunities.

Recruit, train and supervise project coordinators, graduate assistants, interns, and peer educators.

OTHER DUTIES AND RESPONSIBILITIES:

Develop policies, statistical reports and documents for the Office of Student Life.

Represent the office on University, Division and other committees, and at University events.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software; multimedia computer equipment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in education, social work, counseling, clinical psychology or related field required. Also required is a minimum of four years' professional experience with at least one year of clinical experience in substance abuse assessment and treatment. Additional requirements are one year of experience in outreach and educational programming, and/or teaching; and expertise in conducting or interpreting and evaluating quantitative and qualitative research or evaluation. Experience with a college population is strongly preferred. Preferred experience also includes coordinating and consulting with a full range of departments and agencies; public relations and marketing experience; expertise in interpreting federal and state legislation; successful grant writing experience.
Must have demonstrated ability to communicate effectively verbally and in writing, and to organize, coordinate, and supervise. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others. Must be able to prepare and present detailed studies and reports and to make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver verbal presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.