UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Substance Abuse Prevention Services

DIVISION: Student Affairs

REPORTS TO: Assistant Dean of Students, Outreach and Intervention

GRADE: 11

SUPERVISES: Graduate assistants, interns, peer educators

BASIC FUNCTION:

Initiate, design, implement, and evaluate prevention programs designed to increase individual, departmental, and university knowledge of substance abuse issues facing college students. Design and implement individual, group, and environmental interventions to reduce substance abuse and increase use of harm reduction strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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, repeat violators of substance abuse community standards).

In collaboration with Greek Affairs, design and implement Greek substance abuse prevention and bystander-intervention program.

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

Monitor levels of substance use and effectiveness of interventions.

Implement interventions for students who violate substance abuse policies.
Advise student groups engaged in prevention efforts including programs related to peer education (i.e., RAM Goals, Peer Educators, student organizations), programming related to healthy traditions/social/recreational opportunities, and late night substance free programming.

Conduct social marketing efforts for prevention and harm reduction work.

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

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

Coordinate application process for supplemental program funding sources from government and private funding agencies to augment funding for substance abuse prevention and intervention efforts.

OTHER DUTIES AND RESPONSIBILITIES:

Compile statistical reports and documents for the Dean of Students Office.

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:

**Required:** Master's degree in education, social work, counseling, clinical psychology, college student personnel or related field required; minimum three years' professional experience with at least one year of either 1) clinical or practical experience in substance abuse assessment, treatment or intervention or 2) one year of experience in outreach and educational substance abuse prevention programming; experience working in a college/university environment or with college aged population; demonstrated ability to communicate effectively verbally and in writing; demonstrated ability to work with diverse populations; demonstrated ability to work in a fast-paced collaborative team environment; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others.
Preferred: Demonstrated experience working with health and counseling units in substance abuse prevention and intervention; demonstrated experience coordinating and consulting with a wide range of departments and agencies; demonstrated successful grant writing experience; demonstrated understand and use of contemporary communication methods (i.e., social media); demonstrated experience with assessment and evaluation.

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