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Position#: (PSA) (E)
Developed by:...DG/ER/JS/KR
Reviewed by:.....DLJ; LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Alcohol and Other Drugs Education

DIVISION: Student Affairs (Health Services/Dean of Students Office)

REPORTS TO: Associate Dean of Students, Community Standards/Student Conduct and Coordinator, Violence Prevention & Advocacy Services

GRADE: 10

SUPERVISES: None

BASIC FUNCTION:

Work collaboratively with the Dean of Students Office, Office of Housing and Residential Life, Health Services, the Counseling Center, Athletics, Greek Life, various student groups, faculty, families, and others to provide effective health programming and education both on- and off-campus. Participate in campus-wide events and is a member of University committees and task forces. Initiate, design, implement, and evaluate prevention programs designed to increase individual, departmental, and university knowledge of substance abuse issues facing college students. This is a 10-month position; a flexible work schedule is required, including evening programming, at various times of the year, including Orientation Week, Alumni and Family Weekend, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Provide individual students with substance abuse assessments and referrals as necessary. Develop an inventory of and working relationships with off-campus treatment resources.

Plan, coordinate, market, supervise and evaluate educational programs and services such as workshops, lectures, and related events, which support Alcohol and Other Drug Education (harm reduction).

Develop and convene a multidisciplinary team focused on prevention of high-risk drinking and other substance abuse.

Monitor levels of substance use and effectiveness of interventions.

Implement interventions for students or groups who violate substance abuse policies and track completion.

Assist in developing and maintaining outreach strategies and effective public relations. Advertise and market AODE programming and services. Manage public

relations and media including designing and updating websites, brochures, newsletters, social media, and press releases.

Responsible for the completion of bi-annual Drug Free Schools Act reports, including the data collection and evaluation required.

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 as requested for annual reporting.

Represent Dean of Students and/or Health Services 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. Microsoft Office.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Public Health, education, psychology, counseling or related field with a minimum three years of professional experience, OR, Master's degree in Public Health, education, social work, counseling, clinical psychology, college student personnel or related field; Demonstrated computer skills (i.e. Microsoft, Google drive and Excel); Demonstrated experience working in a college/university environment or with college aged population; Demonstrated ability to work both one-on-one with individuals or in a group setting on health education; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum three years' professional experience working in higher education and AOD prevention including a minimum one year of either of the following: Clinical or practical experience in substance abuse assessment, treatment and/or intervention, OR, Outreach and educational substance abuse prevention programming experience; Demonstrated experience in developing and facilitating large group training events, prevention workshops/presentations and focus groups; Demonstrated familiarity with online alcohol education programs (e.g. Alcohol Edu, mystudentbody.com); 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 understanding and use of contemporary communication methods (i.e., social media, website design);

Demonstrated experience with assessment and evaluation; Demonstrated experience in writing grant applications; and, Demonstrated ability to identify and make referrals to outside treatment providers.

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