ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE: Assistant Director for Alcohol and Other Drug Education

DEPARTMENT: Office for Student Involvement, Lincoln Center

RESPONSIBILITIES:
Overseeing the Alcohol and Other Drug Education (AODE) program at Fordham University at Lincoln Center for approximately 2,500 undergraduate students. Specific assignments include:

- Organizes the administration of a comprehensive, science-based, substance abuse prevention and early intervention program
- Maintains and tracks the Student Council Sanctions to ensure all students referred to AODE have their appointments. Communicate with the Office of Residential Life (ORL) about students who missed deadlines
- Facilitates meetings for students who are sanctioned to BASICS/ETOKE for Alcohol and Drug violations
- Advises BeWellLC, the Lincoln Center Wellness Educators, to develop and implement educational programs and awareness campaigns addressing overall student health, wellness issues, and alcohol and drug use
- Organizes and leads programming efforts on campus, including active programs for students to attend such as screening days, as well as passive programming to promote alcohol and drug education and awareness. This includes creating content for student email with prevention and safety tips, executing programming on behalf of the department of Student involvement, creating flyers and other advertising, staffing information tables, etc.
- Works collaboratively with other campus resources such as Health Services, Dining Services, Counseling and Psychological Services, etc., to create educational and informational programming opportunities and events for students
- Manages social media presence for the AODE program
- Leads AODE training sessions for orientation leaders, commuter freshmen mentors, Office of Residential Life staff, and other constituencies as needed
- Oversees incoming student completion of online program AlcoholEdu for College and Sexual Assault Prevention
- Leads AODE and Bystander Intervention awareness educational sessions in September for incoming students
- Advises the Senior Week Committee. Organizes Transitions senior events during the school year focused on preparing students for their transition out of college. Works with the committee and other University departments to plan a week of events prior to Commencement for LC undergraduate seniors
- This position is within the Office for Student Involvement which supports all undergraduate student clubs and organizations; this staff member will be expected to support the department with staffing evening and weekend events as necessary
- Additional duties, as deemed appropriate, and as assigned by the Senior Director
- Participates in long-term planning related to the Division of Student Affairs strategic planning process
- Assists the office in realizing its departmental and divisional goals for the academic year

QUALIFICATIONS:

- Bachelor’s degree, although a master’s degree in Student Personnel Administration, Counseling, or related area preferred. Education and experience should be related to position responsibilities
- Has two to four years of experience for students, especially in the area of substance use
- Be able to act as a role model for students, especially in the area of substance use
- Possess exceptional interpersonal communication skills, with experience in program advisement, presenting, and teaching/training as well as strong programming skills
- Strong leader who has authentic passion for the work of Student Affairs and the creation of a strong campus culture in the Jesuit Catholic tradition
- Demonstrates knowledge of program development and implementation, advising, and group dynamics as necessary to perform the duties designated by this position
- Flexible with work hours (night and evening work required), and availability to attend to emergent situations on campus as needed

START DATE: ASAP

SALARY: Commensurate with experience

SEND RESUMES TO: Dorothy A. Wenzel, Ph.D.
aodelc@fordham.edu

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