ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Substance Abuse Prevention Specialist

DEPARTMENT: Prevention and Support, Office of Residential Life

RESPONSIBILITIES:

- Reporting to the Associate Director for Substance Abuse Prevention and Mental Health in Residential Life, this position provides strategic oversight and day-to-day leadership for all aspects of Substance Abuse Prevention at Rose Hill.
- Provides individual and group alcohol and other drug intervention and education services to university students using BASICS and Motivational Interviewing.
- Hires, trains and supervises graduate-level part-time clinical staff interns in the facilitation of substance abuse screenings and psycho-educational brief interventions with students referred from student conduct process.
- Maintains supervision notes for graduate-level intern and attends supervision consultations with the Associate Director for Substance Abuse Prevention and Mental Health as needed.
- Organizes programming and outreach activities and marketing campaigns associated with the Substance Abuse Prevention Office, such as Alcohol Awareness Day and Cannabis Screening, as well as evaluation and assessment of all programming activities.
- Assesses the Rose Hill campus climate of alcohol and other drug use through multiple assessment methods, such as AlcoholEdu, Haven, the CORE Alcohol and Drug Survey, and the BRIEF survey and provides Student Life, Student Affairs, and the University with critical assessment and climate data.
- Serves as staff advisor for ACT (Achieving Change Together), the student organization dedicated to promoting awareness and education about alcohol use on campus.
- Collaborates with the Associate Director for Substance Abuse Prevention and Mental Health to develop training and resource materials for campus student, staff, and faculty groups, including Resident Directors, Resident Assistants and Orientation Leaders.
- Assists the Associate Director for Substance Abuse Prevention and Mental Health to develop training materials and facilitate training sessions for graduate-level interns on topics such as BASICS, Motivational Interviewing and group counseling skills.
- Trains and manages undergraduate student worker employees who are responsible for clerical operations of the office.
- Provides initial and ongoing training, supervision and evaluation for the undergraduate student staff, including appropriate training in confidentiality and privacy of student information.
- Maintains up-to-date files and session notes for all students in caseload.
- Coordinates with office staff to ensure students are scheduled within an appropriate time frame and attendance is accurately documented.
- Serves as departmental contact in the absence of the Associate Director for Substance Abuse Prevention and Mental Health, including overseeing the Substance Abuse Prevention Office and coordinating the Mental Health and Medical-Related Re-Entry Process.
- Performs other duties assigned by the Associate Director for Substance Abuse Prevention and Mental Health.
QUALIFICATIONS:

- Master’s degree in Counseling, Counseling Psychology, Social Work or related field required.
- Minimum 3 years post-Master’s Degree experience required.
- SIFI certification preferred.
- Experience with Student Life, Peer Education, and Alcohol and Other Drug Education in Higher Education preferred

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Maureen Segota
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