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.

Outreach, Programming and Assessment:

- Plans, develops, implements and evaluates programming and outreach activities and marketing campaigns associated with the Substance Abuse Prevention Office, focused on campus-wide substance abuse prevention and education.
- Assesses the Rose Hill campus climate of alcohol and other drug use through multiple assessment methods, such as AlcoholEdu, 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.
- Uses current, relevant data to develop and implement educational programming and learning opportunities which promote personal health and well-being regarding substance abuse prevention to students.
- 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, and other University staff.

Student Intervention and Referral:

- Provides individual and group alcohol and other drug intervention and education services to university students using Brief Alcohol Screening and Intervention for College Students (BASICS) and Motivational Interviewing.
- Identifies and makes appropriate referrals for students in need of community resources such as meetings or in/outpatient treatment for substance use disorders.
- 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.
- 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.

Administrative:

- Maintains supervision notes for graduate-level intern and attends supervision consultations with the Associate Director for Substance Abuse Prevention and Mental Health as needed.
- 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.

Other:

- Participates in Administrator-on-call and/or Secondary on-call rotation for Residential Life, responding to emergency situations on campus.
- Serves as Administrative Support Person (ASP) for complainants and respondents with sexual misconduct cases.
- Serves as departmental contact in the absence of the Associate Director for Substance Abuse Prevention and Mental Health.
- Performs other duties assigned by the Associate Director for Substance Abuse Prevention and Mental Health and/or the Director of Residential Life.
QUALIFICATIONS:
● Master’s degree in Counseling, Social Work, Public Health, Health Education or related field required.
● Minimum 3 years post-master’s degree experience relevant to position responsibilities required.
● Experience with Student Life, Peer Education, and Alcohol and Other Drug Education in Higher Education preferred.
● Familiarity with research and best practices in college health promotion, specific to alcohol and other drug use preferred.
● Available to work flexible hours, including nights and weekends; full-time or part-time on-campus housing available with position.

STARTING DATE: ASAP
FLSA CATEGORY: Exempt
SALARY: Commensurate with experience.

SEND LETTER & RESUME: Maureen Segota
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