

Duke University
Division of Student Affairs
Position Description

Job Title: ASSOC DIR, DuWell

Job Code: 2338

FLSA: E

Job Level: 12

Revised Date: 11/20/2018

Job Family: JF 33

Department: Dean of Students

Organization: Duke Student Wellness Center

Supervisor: Associate Dean/Director

Position Status: full-time, exempt

Staff Supervision: Student Development Coordinators

Work Schedule: Occasional night and weekend work available

Nature of Responsibilities:

Provide expertise creating, developing and implementing environmental wellness promoting programs for the campus community. Managing research supported development and oversight of programs to foster movement of students through the stages of change as it pertains to substance use choices.

Specific Duties:

Screening/Support Services - 25%

- Facilitate the operation of the BASICS program on campus. Provide training for Graduate Assistants, Resident Coordinators and service providers so they can deliver standardized brief interventions to at-risk substance users and maintain referral protocols. Maintain assessment of the the BASICS program to ensure quality assurance of service delivery. Supervisory resource for BASICS providers on campus.
- Develop, facilitate and organize the *Students in Recovery* program, providing support and resource for the recovery population in graduate and undergraduate programs.

Workshops/Trainings/Professional Development – 30%

- Initiate programmatic environmental prevention strategies on alcohol and other drug abuse within the campus community.
- Develop outreach strategies to increase individual responsibility among students, faculty and staff for implementing environmental wellness.
- Train faculty and staff about behavioral indicators and student norms related to alcohol use and abuse, including training on campus resources and referral procedures for screenings.
- Work collaboratively with programming entities on campus to increase high-risk substance use awareness, cohesive programming and student involvement in order to impact mitigation of the risk through environmental change.
- Coordinate the Student Social Host Program, manage, schedule, train and assess implementation of program. Advise the Social Host training for off-campus events.
- Communicate the university values and expectations regarding substance use to faculty, staff, students and their parents through trainings and workshops starting with orientation week and parents weekend and continue through the academic year.
- Develop and implement trainings specific to the needs of student groups.

Student Advisement – 25%

- Collaborate with departments throughout the university utilizing research supported prevention strategies to achieve a commitment to healthy behavior change across the campus and extended community.
- Advise and utilize student groups to facilitate substance abuse prevention and foster implementation of environmental cultural change.
- Advise student groups on prevention strategies in planning events.

Committees and Assessment – 10%

- Assist in collecting and analyzing assessment data on substance abuse prevention and resiliency programming for the Wellness Center.
- Offer expertise and participate in committees pertaining to substance abuse prevention and resiliency promotion.
- Be an active member in the community coalition to reduce underage drinking and irresponsible behaviors under the influence.
- Liaison to CAPS – clinical.
- Other duties as required.

Administrative – 10%

- Develop and maintain budget for the Alcohol and Drug Prevention initiatives
- Supervise the Student Development Coordinator positions including but not limited to performance appraisals and vacation schedules.
- Ensure proper resource allocation for events and programs.
- Management responsibilities for the Wellness Center in the Director's absence

Education:

Master's degree in Social Work, Public Health, Counseling or related field required.

Experience:

Four years of professional post Master's work experience required. Demonstrated knowledge, dedication to and involvement in the functional area of Alcohol and other Drug Prevention. Experience addressing public health issues in order to impact the culture of the community. Commitment to and evidence of program design/delivery that enhances a multicultural environment. Experience working with the traditional college age population in a residential setting. Flexibility required managing complex roles and processes within a dynamic work environment. Demonstrated leadership ability, excellent presentation and organizational skills, and well developed written and communication skills.

Specific Skills and Competencies:

- Demonstrated knowledge and experience of alcohol and drug prevention background and working with high-risk substance abusing populations.
- Assessment knowledge and application to prevention program development.
- Experience working with specific at risk groups such as members of fraternities/sororities, athletes, or LGBTQ communities.
- Demonstrated competency in training and motivating large groups.