

Date Submitted:

## **Position Information**

**Position Title:** Director of Alcohol and Other Drug Prevention

**Institution:** Hobart & William Smith Colleges

**Department:** Student Affairs

**Position Description:** The Director of Alcohol and Other Drug Prevention is the campus leader in the area of alcohol and other drug education efforts, and is responsible for designing, implementing, and assessing all primary and secondary substance abuse prevention programs for students at Hobart and William Smith Colleges (HWS) via a social norming and harm reduction framework. As a member of the Student Affairs Division, the Director will collaborate with faculty (including directors of the HWS Alcohol Education Project), students and staff to provide a campus-wide, comprehensive approach to AOD prevention. Additionally, the Director will provide psychoeducational interventions aimed at reducing problem behaviors for students who have been identified as at risk or have violated the Colleges' community standards.

### RESPONSIBILITIES:

- Administer, compile and maintain the Biennial Report for the department of Higher Education on substance free school zones, as part of a comprehensive campus-wide prevention plan which includes:
  - Collaboration with a nationally recognized social norms-focused HWS Alcohol Education Project and other faculty, staff and students in designing prevention programs and assessing outcomes.
  - Collaboration with other programs and departments, faculty, staff and students to create and deliver campus-wide AOD prevention and psychoeducation programs for incoming and current students that build on current strategies promoting awareness of positive social norms.
  - Research and development of immediate and long-range prevention programs that support low risk choices regarding alcohol and other drugs.
  - Organization of data collection among HWS students for use in prevention and assessment efforts.

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- Working directly with conduct officers to provide psychoeducational interventions (e.g., BASICS) for students who are identified as a risk or who have violated the Colleges' community standards.
- Collaboration with and referral to the Counseling Center of students in need of individual assessment for substance abuse problems and referral for treatment.
- Developing and maintaining a Recovery Community for students on campus, in collaboration with the local Geneva Recovery community and with support from the Counseling Center.
- Organize and manage signature campus programming such as National Alcohol Screening Day, Alcohol Awareness Week, the Great American Smoke-out, and first year AOD screening and related programming.
- Serve as a general resource for students and others seeking AOD harm-reduction information.
- Facilitate workshops and continuing psychoeducational opportunities through a variety of means (e.g., peer education, national speakers).
- Manage the allocation of AOD funds to support programs and initiatives.
- Perform other duties as assigned.

**Salary:** Commensurate with experience and qualifications; very competitive

**Start Date:** 8/22/15

**Qualifications:** Master's degree in psychology, social work, substance abuse counseling, health promotions, or closely related field required. Professional experience in the substance abuse field, including prevention using a social norms approach, treatment delivery, and policy areas, preferred. Two years' experience in higher education setting preferred. Proven record of successful prevention and education/outreach program delivery, preferably in a college setting a plus. Experience collecting and assessing student data for use in prevention work a plus. Demonstrated cultural competence and proven effectiveness in serving health and wellness needs of a diverse undergraduate student population. The successful candidate must be able to work collaboratively and effectively with students, faculty and staff.

**Institution Description:** The CCSW is a member of the Division of Student Affairs, and has as its primary mission providing direct clinical, consultation, crisis, and prevention services to traditional-aged college students via a brief therapy model. The Counseling Center provides mental health outreach and prevention services for the campus community and consultation to faculty, students, staff and families.

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Collegial and collaborative relationships within and beyond the Center are an expectation of the position and important to our mission.

Administration, faculty and staff at Hobart and William Smith Colleges are committed to providing students with holistic educational experiences that advance their personal growth, intellectual development and integrity. The institution is grounded in its mission to develop global citizens who will live lives of consequence.

**Region Description:** Geneva, NY is located at the shore of Seneca Lake in the heart of the Finger Lakes Region. The campus and surrounding community provide an ideal setting for exploring ideas and establishing close and lasting friendships with students, faculty, and staff.

**Additional information (if applicable):** Compensation is very competitive and commensurate with experience. The Colleges offer a generous benefits package. Professional development monies are also available. This is a full-time 10-month, benefits-eligible administrative position. This position description is not all-inclusive, as other tasks or responsibilities may be assigned.

### **Application Instructions**

**Contact Name:** Peggy Ferran

**Contact Email:** ferran@hws.edu

**Contact Phone:** (315) 781-3311

**How to apply:** Letter of interest, vita, three letters of recommendation, list of references with contact information, and a copy of graduate transcript. Submit via Interfolio:

<https://apply.interfolio.com/29040>

**Application deadline:** Review of applicants will begin immediately and position will remain open until filled. For full consideration, applications should be submitted by April 5th