



**2011 - 2012 Substance Abuse Education Coordinator/Graduate Assistant**

**Position Description**

**E.I.U. Student Health Service - Health Education Resource Center**

**Contract:** 12 months, May 16, 2011 – May 15, 2012, including the break between summer and fall terms, and returning one week prior to the beginning of spring term

**Hours/Week:** 19 ½ hours a week, including some evening and weekend commitments

**Coordinate and Oversee Administration of AlcoholEdu Online Educational Program**

- Oversee and implement 2011-2012 AlcoholEdu action plan.
- Market and promote AlcoholEdu program and mandate to all new and incoming students, parents, and other members of the EIU community.
- Assist with tracking completion of AlcoholEdu, place holds on those students not completing Part 1 and Part 2 by required deadlines.
- Assist in addressing questions and concerns routed to HERC regarding AlcoholEdu.
- Monitor AlcoholEdu email.

**Develop Evidence –Based Programs to Promote Alcohol Protective Behaviors**

- Deliver educational programs on the protective behaviors research has shown to reduce alcohol-related negative consequences.
- Develop non-lecture type programs and interventions (bulletin boards, articles, media campaigns, information tables) to promote alcohol protective behaviors.
- Test/pilot promotional materials prior to implementation.

**Coordinate Tobacco Strategy Grant/Coalition**

- Chair/coordinate EIU “I Live Free Tobacco Free” Coalition.
- Oversee administration of tobacco program objectives and activities.
- Coordinate and implement “Great American Smoke-out” and “Kick Butts Day” activities.

**Coordinate and Administer Smoking Cessation Programs**

- Promote, coordinate and deliver smoking cessation programs each semester
- Provide cessation assistance and maintain confidentiality for those seeking one-on-one help.
- Promote one-on-one smoking cessation counseling
- Oversee creation and distribution of quit kits through Health Service, info tables, etc.

**Coordinate Marketing and Administration of Personal Drinking Profiles (PDPs) and eChug**

- Provide information & training to faculty, UF 1111 instructors, coaches, etc.
- Provide follow-up information and resources for students completing programs/assessments
- Develop and implement marketing plan to promote these programs.

**Serve as Alcohol/Tobacco Health Educator/Prevention Specialist**

- Deliver programs/lectures on alcohol, tobacco, and marijuana, including responsible alcohol use, negative consequences, and alternatives.
- Provide one-on-one technical assistance to students seeking substance abuse information.
- Develop additional programs and interventions based on evidence based methods or promising practices.
- Write articles for HERC website relating to areas of specialty.

**Advise Substance Abuse Education Peer Educators and Interns**

- Serve as site supervisor for interns in the area of substance abuse education

- Oversee and monitor training of substance abuse peer educators and interns.
- Oversee and monitor performance of substance abuse peer educators and interns.

**Assist in Coordinating and Overseeing the Administration of Brief Assessment, Screening and Interventions for College Students and Motivational Interviewing Programs and Interventions for Students Mandated through Office of Student Standards or Off-Campus Courts.**

- Training in motivational interviewing and BASICS will be provided for this aspect.
- Monitor judicially referred students to ensure compliance with policy sanction(s).
- Provide brief screening, assessment, feedback and motivational interviewing techniques using models with high efficacy for college students.
- Write reports and other documentation as needed.

**Other Duties**

- Assist in the needs assessment and evaluation of health behaviors and programming
- Serve as an information resource to campus and community concerning topics of specialty
- Represent the University at health education related forums, conferences, resource fairs, etc.
- Assist in the promotion of HERC programs and services to assigned target population(s) (e.g., housing staff, athletic staff, fraternities, sororities, minority populations)
- Develop publications and written materials for regular and/or on-line publication
- Assist with upkeep, revision, and addition of materials and information to HERC website
- Willingness to assist in educational outreach programming areas outside of graduate assistant specialty (i.e. Financial Health, Nutritional Health, Stress Management, Substance Abuse, etc.) as needed or requested
- Other duties as assigned

**Other Requirements and Preferred Skills**

- Microsoft Office (word, PowerPoint, and excel) experience
- Available to work nights and weekends as needed
- Able to work as part of a team as well as individually
- Highly organized, punctual, and self-directed
- Experience presenting in front of groups of varying sizes (preferred)
- Able to act as a positive role model
- Excellent communication skills

**For additional information on how to apply for this and/or other Health Education Resource Center Graduate Assistantships, please visit or contact:**

**Eastern Illinois University Health Education Resource Center Assistantship Website**  
[www.eiu.edu/herc](http://www.eiu.edu/herc)

**-or-**

**Amanda Woolard, Assistant Director for Health Education & Promotion**  
Health Education Resource Center – Health Service  
600 Lincoln Avenue  
Charleston, IL 61920  
217/581-7786  
[ajwoolard@eiu.edu](mailto:ajwoolard@eiu.edu)