Western Connecticut State University’s Substance Abuse Prevention & Education office is accepting applications for a part-time University Assistant. These are part-time positions – 19 hours per week. Some evening work is expected for programming in residence halls.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Substance Abuse Prevention Office coordinates and provides support services to the WCSU student population. Information on the department can be found at: www.wcsu.edu/choices/

Reporting to the Dean of Student Success & Engagement, the primary duties will be to assist the Dean with the coordination of Substance Abuse Prevention and Education by planning, implementing, and evaluating prevention services and programs to the campus community. This position will also work closely with the Director of Judicial Affairs with regard to alcohol and substance abuse sanctions.

General responsibilities include:
1. Designing, implementing, and conducting substance abuse prevention and education programs for the campus community.
2. Following up with any student transported to the hospital due to excessive alcohol/drug use.
3. Working closely with the Director of Judicial Affairs with students that are sanctioned to meet with the UA for alcohol/drug counseling.
4. Administering grant funds from the Department of Education to develop and expand drug prevention services/education on campus.
6. Implementing evidence-based substance abuse services for the campus community and targeted populations including Fraternity & Sorority Life, student-athletes, and other student populations.
7. Implementing wellness related programming to students in accordance with the action plans developed by the wellness committee and the Dean of Student Success & Engagement.
8. Supervise graduate interns and/or student workers, as necessary.
9. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.
Minimum Qualifications: Bachelor’s degree in Social Work, Public Health, Health Education, or a related field required. Master’s degree in above mentioned or another related field is preferred. Licensed Alcohol and Drug Counselor (LADC) is preferred. Two (2) years of experience working on a diverse college campus is preferred. Must possess a demonstrated ability to collaborate across disciplines and a working knowledge of prevention and evaluation.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Salary & Benefits: $25.00 per hour. Information on benefits may be found on the Human Resources website: [http://wcsu.edu/hr/benefits/](http://wcsu.edu/hr/benefits/) All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume and a resume to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – UA – Substance Abuse Programs. Review of applications begins immediately and will continue until the position has been filled. Application materials must be received no later than Friday, February 23, 2024.