Wellness Department

Student Coordinator of Alcohol and Other Drug Education (for Fall 2014)

Job Description

The Student Coordinator of Alcohol and Other Drug Education is responsible for running the Watch Your BAC, (Blood Alcohol Concentration) program, overseeing The Rx Factor prescription drug programing and other drug fads that may evolve during your time as student coordinator.

General Duties and Responsibilities

- Create aesthetic promotional materials
- Report progress of both groups in weekly Wellness Center staff meetings
- Refer to the Wellness Coordinator on any programming plans
- Meet monthly with our DACCO representative.
- Participate in CEDARS meetings
- Remain educated on the fundamentals and up-to-date with current research and news relating to alcohol and prescription drug abuse
- Manage online social media such as Facebook; engage students to ‘Like’ the page
- Inform students and build support for Watch Your BAC through bi-weekly “Happy Hours” (Vaughn tabling)
- Coordinate with the Conduct Office for students in need of specific education and service hours
- Sustain and build the Watch Your BAC and Rx Factor community coalitions on and off campus
- Attend Wellness-associated events and programs to represent, support and provide feedback
  - Including but not limited to: Energii, Pirate Fest, Freshman Orientation, Initiatives’ and Resource Team’s events
- Assist with program learning outcome assessments to help determine strengths/weaknesses and new programs/services our students would like to see
- Professionally represent the Office of Wellness at all times
- Attend weekly Wellness Coordinator meetings

Requirements

- Serve as a campus and community engager, leader and role model
- Ability to work with confidential material
- Develop emails in a professional manner
- Sharp knowledge in, and professional use of, online social media
- Expert with Microsoft Word, Excel and PowerPoint
- Excellent communication skills, including comfort with public speaking
- Ability to work on projects both individually and in a group