

THE SANDLER CENTER

FOR ALCOHOL & OTHER DRUG EDUCATION

DEAN OF STUDENTS OFFICE | UNIVERSITY OF MIAMI

Job Description: Graduate Assistant

William W. Sandler, Jr. Center for Alcohol and Other Drug Education

The Sandler Center sponsors dynamic and innovative substance abuse education programs including its annual hallmark educational weeks & health hut. The Sandler Center encompasses a comprehensive peer education program aimed at promoting healthy lifestyles and personal & social responsibility for Miami Hurricanes.

Position Description

The Graduate Assistant for the Sandler Center for Alcohol and Other Drug Education is a paraprofessional staff member of the Dean of Students Office. The Graduate Assistant reports to the Assistant Dean of Students and Director of the Sandler Center for Alcohol and Other Drug Education in managing the day to day operations of the Center.

Job Responsibilities

I. Administrative

- a. Attend Dean of Students Office weekly staff meetings.
- b. Co-lead Sandler Center weekly staff meetings.
- c. Maintain office resources including supplies, up to date brochures, pamphlets, and flyers.
- d. Manage and approve program requests. GA will be expected to staff events & workshops, update programming calendar and track program reports.
- e. Manage social media platforms on Twitter, Facebook, and Instagram. Work in collaboration with peer educators to execute a multimedia marketing strategy.
- f. Oversee the Center's budget and finances:
 - i. Expected to process expenses and procurements through the campus purchasing system.
 - ii. Assists the Director in allocating budget projections for programming.
 - iii. Author grant proposals to secure funding for the Center & Develop innovative methods of securing funding for the Center.

II. Assessment

- a. Create methods of assessment for programs and initiatives by the Center through various means (online surveys, interviews, staff development).
- b. Aiding in the assessment of students' use of alcohol and other drugs.

III. Outreach, Education and Programming

- a. Assist and direct the development of weeklong educational events such as Orientation (August), National Collegiate Alcohol Awareness Week (end of October), Safe Spring Break (end of February), and Health Hut (Fall & Spring Semester).
- b. Collaborate with other departments around campus to develop programs on AOD issues.
- c. Develop and present an update each semester to the President's Commission on Alcohol and Other Drugs, a task force chaired by a Board of Trustee member.
- d. Develop and execute alcohol and other drug related educational programs.
- e. Present at Resident Assistant Training in August and as needed.
- f. Present at Orientation, Greek Life symposium, and workshops as needed.

IV. Supervision

- a. Supervise undergraduate peer educators and practicum student(s) in conjunction with Public Health Intern.
- b. Delegate projects, tasks, and program presentations to peer educators.
- c. Advise peer educators on program planning to establish wellness components and harm reduction strategies.
- d. Develop and lead staff development activities, including assisting the facilitation of annual staff trainings for peer educators.
- e. Advise student organization GAMMA (Greeks Advocating Mature Management of Alcohol) and assist with programming efforts.

V. Assist the Assistant Dean of Students & Director with other duties as assigned.

Availability: The Graduate Assistant is required to work 20 hours per week between office hours and programs. Office hours are to be set up with the Assistant Dean of Students & Director of the Center. Ability to attend programs during days, evenings, and/or weekends is required.

Remuneration:

- \$18,000 spread over 10-month period to be paid monthly on the last weekday of the month.
- Limited professional development funding may be available through consultation with supervisor.

Terms of Employment:

- The start date for the graduate assistant is August 1st and end date is negotiable with the end of the Spring semester.
- The graduate assistant must be a graduate student in a degree seeking program at the University of Miami, with preference given to those in the Higher Education Administration program.

Skills Required:

- Excellent verbal skills, ability to present to individuals, and small and large groups.
- Excellent written skills, ability to write, and design health education materials.
- Ability to multitask on several projects simultaneously.
- Computer literacy, including word processing, database programs.
- Previous programming experience specifically working with college student population.
- Desire to work with students.
- Able to work evenings and/or weekends for workshops and other events.

Preferred Skills:

- Graphic design and familiarity with Adobe Creative Suites is a plus!
- Previous programming experience on alcohol and other drug issues.
- Knowledge of recent trends and issues on college campuses surrounding alcohol and other drugs.

If interested please send Cover Letter & Resume to:

Whitney Platzer O'Regan
Assistant Dean of Students and
Director of the William W. Sandler Jr., Center for Alcohol & Other Drug Education
Email: w.oregan@miami.edu