THE SANDLER CENTER
FOR ALCOHOL & OTHER DRUG EDUCATION

DEAN OF STUDENTS OFFICE | UNIVERSITY OF MIAMI

Job Description: Student Affairs 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. Attend biweekly 1:1 meetings with Assistant Dean of Students and Director.
d. Maintain office resources including program database, activity inventory, office supplies, and promotional items.
e. Manage and approve program requests. GA will be expected to schedule programs, staff events & workshops, updateprogramming calendar, and track program reports.
f. Manage social media platforms and work in collaboration with peereducators to execute a multimedia marketing strategy.
g. Assist with the recruitment of new peer educators.
h. Co-author grant proposals to secure funding for the Center & Develop innovative methods of securing funding for the Center.
i. Monitor the Sandler Center email inbox.

II. Assessment/Reporting

a. Create methods of assessment for programs and initiatives by the Center through various means (online surveys, interviews, staff development).
b. Aid in the assessment of students' use of alcohol and other drugs.
c. Co-develop assessment on peer educator and volunteer learning and development.
d. Co-create annual reports and monthly impact reports of programming initiatives.

III. Outreach, Education and Programming

a. Assist and direct the development of educational events such as Orientation (August), National Collegiate Alcohol Awareness Month (October), Safe Spring Break (mid-March), and other weekly programming initiatives.
b. Meet with peer educators for each program to advise on program development.
c. Collaborate with other departments around campus to develop programs on AOD issues.
d. Develop and present an update each semester to the President's Commission on Mental Health, Alcohol, and OtherDrugs, a task force chaired by a Board of Trustee member.
e. 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 Graduate Assistant
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 b i annual stafftraining for peer educators.
e. Hold biweekly 1:1 meetings with undergraduate peer educators to assess progress and inform the Director of any potential issues that arise in conversation.
f. Oversee the training, communication, and supervision of undergraduate student volunteer program.

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:

- $2,000 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 February 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!
- Prior knowledge of or experience with social media business platforms.
- 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:

Dean Rachel Perse
Assistant Dean of Students and
Director of the William W. Sandler Jr., Center for Alcohol & Other Drug Education
Email: rachelperse@miami.edu