

THE SANDLER CENTER

FOR ALCOHOL & OTHER DRUG EDUCATION

DEAN OF STUDENTS OFFICE | UNIVERSITY OF MIAMI

Job Description: Public Health 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 National Collegiate Alcohol Awareness Month and weekly programs. The Sandler Center encompasses a comprehensive peer education program aimed at promoting healthy lifestyles and personal and social responsibility.

Position Description

The Public Health Graduate Assistant for the Center for Alcohol and Other Drug Education is a paraprofessional staff member of the Dean of Students Office. The Public Health GA assists the Assistant Dean of Students and Director of the Center for Alcohol and Other Drug Education in managing programmatic operations of the Center.

Job Responsibilities*

I. Outreach, Education, and Programming

- a. Lead Peer-Led Workshops for Cannabis and Alcohol from implementation to assessment.
- b. Assist with the development of educational programming such as Orientation, National Collegiate Alcohol Awareness Month, and other weekly and monthly programming initiatives.
- c. Ensure that programming aligns with public health frameworks and that content is supported by scientific evidence.
- d. Research, Draft, and Execute marketing & social media campaigns.
- e. Participate in and encourage development of interdepartmental programs in health education to meet the needs of the changing college campus.
- f. Serve as a resource for University of Miami faculty, staff, and students in reference to the Sandler Center.

II. Assessment

- a. Develop assessment methods to evaluate and measure the effectiveness of health promotion efforts by the Center through various means (online surveys, interviews, staff development).
- b. Review and synthesize current assessment data for reporting to Sandler Center team and funding bodies
- c. Review and improve on current assessment methods utilized by the Sandler Center.

III. Administrative

- a. Research and author grant proposals to secure funding for the Center.
- b. Develop innovative methods of securing funding for the Center.
- c. Support grant-funded activities and collaborations.
- d. Co-lead and plan Sandler Center weekly staff meetings.
- e. Manage social media platforms on Facebook and Instagram. Work in collaboration with peer educators to execute a multimedia marketing strategy.

IV. Supervision

- a. Delegate projects, tasks, and program presentations to undergraduate peer educators.
- b. Develop and lead staff development activities.

- c. Advise peer educators on program planning to establish wellness components and harm reduction strategies.
- d. Assist the Director in developing training programs for peer educators.

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

**Responsibilities for the Public Health Graduate Assistant offered in the Sandler Center will be tailored as much as possible to suit GA's interests, educational goals, and to semester department initiatives. Specific responsibilities vary from semester to semester, depending on programs and services offered during that time.*

Availability

The Public Health Graduate Assistant is required to work at least 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.

Terms of Employment

- GA will be paid \$2,000 a month on the last weekday of the month.
- The start date for the graduate assistant is August 1st and end date is negotiable with the end of the Spring semester. Reappointment for the next academic year will be based on job performance and continued enrollment in the University.
- The Public Health Graduate Assistant must be a graduate student in a degree seeking program in the area of public health, counseling, higher education administration, or related field. Preference is given to those enrolled in a graduate level program at the University of Miami.

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.
- Experience visualizing data for presentations or communications materials
- Familiarity with survey software like Qualtrics, Survey Monkey, or Google Forms
- Desire to work with students.
- Able to work evenings and/or weekends for workshops and other events.

Preferred Skills

- Previous programming experience on alcohol and other drug issues, especially with college students
- Experience or interest in using SAS, R, STATA, SPSS, or another statistical software package to analyze large datasets.
- Graphic design and familiarity with Adobe Creative Suites is a plus.
- Knowledge of recent trends and issues on college campuses surrounding alcohol and other drugs

Contact

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
 305-284-5353