The Graduate Employee Position (.49 FTE) of **Alcohol and Other Drug/Collegiate Recovery Center Specialist** at the UCC has the following responsibilities:

* Assist in coordination of CRC program and services
* Assist in marketing and promotion of AOD/CRC programs and services
* Develop, coordinate, and/or facilitate AOD educational programming (i.e. Outreach, Choices group)
* Facilitate seminars & other events for CRC members
* Coordinate UCC AOD team meetings
* Networking and tabling events (e.g. attend student organization meetings, campus events, tabling for orientation events, interact with student groups)
* Supervise and mentor CRC student employees and interns, as needed
* Assist in the development, administration, and interpretation of measures pertaining to program evaluation, in collaboration with assessment team (e.g. needs assessment and outcome and satisfaction measures, focus groups, etc.)
* Assist in presentation of data from AOD/CRC programs and services
* Organize and analyze existing program and participant data and communicate results
* Identify, review and communicate about literature relevant to AOD and Collegiate recovery centers
* Staff the CRC as scheduled
* Participate in AOD/CRC and other assigned department and University meetings
* Administrative duties relevant to AOD/CRC role
* Participate in ongoing individual supervision

Qualifications:

The UCC is looking for a student with the ability to coordinate support for AOD and CRC programming; ability to relate to and develop rapport with students, campus partners, and UCC staff; ability to develop and/or facilitate educational workshops; ability to facilitate seminars and small group discussion; ability to conduct needs assessments and to develop, administer, and interpret program evaluation, outcome, and satisfaction measures; demonstrated initiative, creativity, autonomy, interpersonal skills, and leadership qualities; demonstrated commitment to multicultural organizational development and multicultural competence; demonstrated strong written and oral communication, collaboration, leadership and organization skills.

To apply, please send your cover letter, vita or résumé and the name, email and phone number of at least three references (1 of the 3 references should be your clinical supervisor) to Brenda Porter at [bporter@uoregon.edu](mailto:bporter@uoregon.edu). Please include your interest and qualifications related to AOD prevention & intervention and/or Collegiate recovery programs in your cover letter. Please type “AOD/CRC Specialist” in the subject line. Priority deadline for application review is 5PM on Friday, March 8th, 2019.