Title: Assistant/Associate Director of Wellness/Director of Alcohol & Other Drug Services (AODS)

Department: Student Affairs/Wellness

Reports to: Associate Dean of Students for Wellness

Job Summary:

The Assistant/Associate Director of Wellness/Director of Alcohol & Other Drug Services (AODS) leads the division of student affairs in the development, implementation, and evaluation of a comprehensive substance abuse prevention program to include educational programs, intervention services, policy initiatives and coordination with treatment providers for both Babson and Olin College students. The Assistant/Associate Director of Wellness/Director of AODS will also collaborate closely with the Wellness Leadership Team to develop and implement programming on a range of other health promotion topics including stress management, sleep hygiene, sexual health, nutrition, and emotional wellbeing.

Key Responsibilities:

- Provide leadership and vision for a comprehensive substance abuse prevention program focused on education, intervention services, policy initiatives, coordination with treatment providers and support for students who have concerns regarding their (or someone else’s) substance abuse and/or who may be at risk for abuse or dependence.
- Meet with students individually for consultations regarding their substance use or related concerns and serve as a Brief Alcohol Screening & Intervention for College Students (BASICS) provider; communicate with Community Standards or referral agents, as appropriate.
- Manage BASICS software program (BASICS Feedback), making any necessary updates or customizations throughout the year to meet student and departmental needs.
• Provide mentorship and supervision for peer educators including recruitment and retention, training, and programming efforts.

• Oversee delivery of AOD-related content for first-year students to include use of a pre-matriculation web-based alcohol education program and student-led workshops at orientation.

• Responsible for developing all print and web-based publications for office including brochures, info/fact sheets, and maintaining the office website and related social media accounts.

• Oversee implementation of the National College Health Assessment and/or other survey tools and evaluative data to establish a baseline for Babson, track trends, and measure program effectiveness.

• Work collaboratively with the Wellness Leadership Team (Associate Dean, Health Services, Counseling Services, and Sexual Assault Prevention & Response Services) on the development of a wellness strategy for Babson, delivery and evaluation of services, and continuous quality improvement.

• Collaborate with other campus partners (Academic Services, Athletics, Community Standards, Faith and Service, Fraternity & Sorority Life, Residence Education, Student Activities and Leadership, and Public Safety) on various health promotion activities.

• Assumes additional responsibilities as required.

Supervises:

Peer educators, student workers, graduate assistants/interns

Education Requirements:

Minimum Level of Education Required

Master’s degree in Public Health, Counseling, Social Work, or related field

Position Knowledge/ Skills & Abilities Requirements:

• 3-5 years of experience as a Health Educator or AOD Coordinator in a college or university setting

• Experience developing and supervising peer education groups

• Strong verbal and written communication skills

• Ability to build relationships and establish collaborative partnerships across the institution

• Training and experience as a BASICS Provider
• Familiarity with and experience applying principles of Motivational Interviewing to substance abuse prevention
• Experience collecting and analyzing data, generating reports, and sharing findings with various stakeholders
• Ability to work in a culturally diverse environment and interact with culturally diverse individuals at all levels of the organization
• Must be detail-oriented
• Ability to establish creditability and confidence with stakeholders
• Strong presentation skills
• Experience working independently and as a collaborative team member
• Considerable energy, flexibility, and creativity
• Demonstrated technological competence with an appreciation and skill to apply technology in departmental operations and proficiency in Microsoft Office (Word, Excel, Access, PowerPoint) and social media platforms

**Working Conditions:**

Requires some weekend and evening commitments

**Additional Experience, Skills & Abilities:**

• N/A