

Community Wellness Services (CWS)

Alcohol and Other Drug

Overview

The Alcohol and Other Drug (AOD) Graduate Assistant (GA) for Community Wellness Services is responsible for providing alcohol and other drug interventions, such as Check-ups, Substance Education Program (SEP) intakes and exits, and Alcohol Skills Training Program (ASTP). The AoD GA must obtain a Chemical Dependency Counselor Assistant (CDCA) certification within 3 months of assuming the position and maintain this certification in good standing during the assistantship. The time frame for this position is typically August 1 until May 13 and includes a 20 hour work week. The person in this position will support the services offered through Community Wellness Services. The Alcohol and Other Drug Interventions Manager of Community Wellness Services is the supervisor of this position.

Responsibilities

The Graduate Assistant (GA) position is a professional assignment. As such, the GA is expected to follow all policies and standards of behavior as outlined in the Student Handbook. The GA position supports Community Wellness Services in the following ways:

Alcohol and Other Drug Interventions

The GA assists the Alcohol and Other Drug Intervention Manager of Community Wellness Services in their work with providing alcohol and other drug direct service by:

- Facilitating Alcohol/Drug Check-Ups, SEP Intakes and Exits, and ASTP and SEP groups.
- Providing educational training and resources to students, faculty, and staff with the goal of reducing and recognizing substance dependency and abuse within the UD community.
- Facilitating small and large discussion groups and presentations
- Updating, creating, and maintaining department-related documentation, spreadsheets, and statistical information from programs.
- Managing incoming student referrals and sanctions.
- Completing documentation in a timely manner ensuring accuracy and legibility.

Supervision

The GA establishes and maintains a relationship with Club 6, meeting with this group and one-on-one as needed to facilitate and enhance their leadership experience and to assist the Alcohol and Other Drug Intervention Manager of Community Wellness Services. The GA will train and supervise the AOD intern in organizing paperwork and assist in other special events.

Collaboration

To achieve the goals of the department, the GA will collaborate with staff throughout Student Development and with staff, faculty, administrators, and students throughout the University of Dayton. The GA will attend meetings as requested to build and deepen partnerships.

Administration

The GA is responsible for assisting the Alcohol and Other Drug Interventions Manager of Community Wellness Services in the overall management of the department's programs. Also, the GA must complete all paperwork and perform other duties for CWS as requested.

In addition, the GA is responsible for the following:

- To participate in staff training and meetings as requested.
- To work at events as requested.
- To serve on department and university committees as requested.
- To complete duties as assigned by the AOD Intervention Manager.

Remuneration

- Competitive stipend
- Tuition remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Healthcare: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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