Binghamton University - Alcohol, Tobacco and Other Drug Programs and Services  
Graduate Assistantship - ATOD Indicated Approaches (20-hours per week)

Health Promotion and Prevention Services (HPPS) mission is to cultivate a health-conscious campus environment in collaboration with student, campus and community partners around the dimensions of wellness (social, emotional, spiritual, environmental, occupational, intellectual, and physical). We do this by developing and delivering a comprehensive suite of programs and services using evidence-informed practices targeting the diverse needs of the Binghamton University community. HPPS’s Alcohol, Tobacco and Other Drug Programs and Services (ATOD) works with campus and the campus community to provide a comprehensive program which addresses substance use, misuse, and abuse. ATOD program provides outreach, assessment, and brief counseling to the campus at large. As the knowledge base for substance related issues, ATOD focuses prevention, risk reduction and support.

**Description**
The ATOD Program is seeking one graduate student to fill a Graduate Assistantship positions (GA). Anticipated educational outcomes include: develop a proficiency in basic motivational interviewing skills; development, implementation, and assessment of program initiatives; gain experience working one-on-one and group prevention interventions in a higher education setting; develop experience in office organization and management; and the development of working relationships with other campus stakeholders to create effective collaboration.

Students must be accepted into a Binghamton University Graduate program for the 2020-2021 academic year. Accepted Graduate Assistants will attend a mandatory alcohol, tobacco, and other drug orientation prior to the beginning of the academic year.

**Required Training (will be provided upon hire)**
- ATOD Office management training
- Motivational interviewing
- Screening Brief Intervention and Referral to Treatment (SBIRT)
- Brief Alcohol Screening and Intervention for College Students (BASICS)
- ATOD knowledge training
- Health Promotion and Prevention Department Orientation

**Duties and Responsibilities**
- Assist in the daily operations of the AOD office in the basement of Decker Health Services which includes: scheduling appointments, managing office calendar, filing paperwork, tracking completion of student interventions, etc.
- Administering evidence based interventions to college students referred to the AOD office including eCHECKUP TO GO and BASICS.
- Research best practices for ATOD prevention programming and stay current on emerging ATOD topics (i.e. literature reviews)
- Assist with program evaluation
- Lead promotion efforts to disseminate information and campaigns driven by this office
- Compile data for monthly, midyear, and end of year reports
- Assist programming and other efforts as needed

**Qualifications**
- Interest in social work, counseling, or alcohol and other drugs
- Strong interpersonal skills
- Strong organizational skills and ability to manage multiple priorities
- Ability to work interdependently with professional staff, other graduate students, and undergraduate students
- Strong written and verbal skills
- Proficiency working with Microsoft products, especially Excel.

**Stipend**
This assistantship includes a salary stipend for the academic year of $10,200, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected.

**TO APPLY**
Interested candidates who are currently Binghamton University undergraduate or graduate students should submit a resume, cover letter and contact information for three professional references through hireBING.

Candidates not currently enrolled at Binghamton University should submit a resume, cover letter and contact information for three professional references via email to Colleen Baudendistel at cbauden@binghamton.edu.