Binghamton University – Alcohol, Tobacco and Other Drug Programs and Services
Graduate Assistantship (2 positions at 10hrs/wk or 1 position at 20hrs/wk)

The Alcohol, Tobacco and Other Drug Programs and Services (ATOD) graduate assistant serves as a key member of the Health Promotion and Prevention Services (HPPS) team. The position reports to the College Prevention Coordinator. The ATOD program exists to provide brief intervention and prevention services to all Binghamton University students, and to offer comprehensive support in the student’s pursuit of a healthy lifestyle. The ATOD staff mission is to meet each student’s unique needs, and to provide the necessary tools to reduce risks and prevent harms associated with substance use. ATOD staff advocate for and promote alcohol, tobacco and other drug harm reduction throughout the Binghamton community and are responsible for keeping constituents informed about current trends and best practices surrounding substance use prevention in higher education.

Description
The ATOD program is seeking to fill two graduate assistantship positions for the 2021-2022 academic year. Anticipated educational outcomes include: working knowledge of campus ATOD referral processes; understanding of motivational interviewing (MI) and ways it can be applied to substance use harm reduction; familiarity with substance use screening and brief intervention techniques for college students; knowledge of the Strategic Prevention Framework, environmental prevention strategies, and facilitating community coalitions; knowledge of state and federal substance use regulations relevant in higher education; experience with developing cross-campus collaborations; and knowledge of best practices for substance use outreach, assessment, and risk reduction.

Students must be accepted into a Binghamton University Graduate program for the 2021-2022 academic year. Preference will be given to qualified candidates in the following programs: clinical psychology, public health, social work, student affairs administration, and community research and action.

Accepted graduate assistants must attend a mandatory ATOD orientation session prior to the beginning of the academic year.

Duties and Responsibilities (training will be provided upon hire)

- Assist with daily operations of the ATOD office (basement of Decker Health Services) including: scheduling appointments, managing the office calendar, tracking completion of student interventions, filing paperwork, etc.
- Develop working knowledge of how to administer evidence-based interventions to college students (eCHECKUP TO GO and BASICS) and assist with programming/intervention efforts as needed.
- Become trained in and lead motivation interviewing sessions with students; focusing on substance use issues.
- Provide program evaluation using a variety of approaches including: Qualtrics surveys, focus groups, validated instruments, etc.
- Provide administrative assistance to the Binghamton Campus and Community Coalition (BCCC), including taking minutes at monthly meetings and implementing environmental prevention strategies.
• Research best practices for ATOD prevention programming and harm reduction, and stay current on emerging ATOD topics.
• Develop ideas and content for a variety of marketing efforts including substance use harm reduction and social norms campaigns.
• Assist with other ATOD initiatives as needed.

Qualifications
• Interest in public health, social work, counseling, or alcohol and other drug prevention work
• An open mind and a positive attitude
• Strong interpersonal skills
• Strong organizational skills and the ability to manage multiple priorities
• Ability to work interdependently and with professional staff, other graduate students, and undergraduate students
• Strong written and verbal skills

Stipend and Weekly Hours
This half-time assistantship includes a salary stipend for the academic year of $5,100, 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. Ten hours of work per week is expected. There is the possibility of combining the two half-time positions into a single full-time position depending on the pool of interested applicants.

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 two professional references via email to Linda Reynolds at lreynold@binghamton.edu.