



University of Wisconsin-Stevens Point

Announcement No. 24-075US
JOB OPENING ID: 20873

Internal/External	External
Position Title	Project Specialist
TTC Title and Code	Student Affairs Program Specialist (AE192)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Old Main <u>Supervisor:</u> Stacey Duellman, Program Director Center for Prevention and Health Promotion <u>Pay Schedule-range:</u> \$15.38-\$20.19, based on qualifications and experience
Total Rewards	UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page . Relocation is not available for this position.
Department	Dean of Students
Department Description	The Center for Prevention and Health Promotion is dedicated to the prevention of alcohol and other drug abuse (AODA) and interpersonal violence (IPV), and promoting mental health and wellbeing at UW-Stevens Point.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point.
Position Summary	This position oversees prevention education programs and services provided by the University of WI-Stevens Point Center for Prevention and Health Promotion. The primary responsibilities of this position are to oversee the AOD and IPV prevention education and outreach initiatives for the UWSP campus. This includes coordinating and facilitating prevention activities with student leaders, student groups, student support services, culturally specific groups, athletics, and other campus departments. This position is also responsible for developing outcome-based education and training materials. The AOD and IPV Project Coordinator will provide direct service and support to students as well as build collaborative partnerships with Residential Living, the Counseling Center, Student Health Services, Campus Activities and Student Employment, student organizations, CAP Services – Sexual Assault Victims Services, and the Wisconsin Coalition against Sexual Assault. Schedule: 8:30-4:30p.m. with some evening and weekend hours. Flexible schedule when working evenings and/or weekends.
Required Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in social work or health related field • Demonstrated communication skills as evidenced by public speaking and report writing • Demonstrated ability to work independently using well-developed organizational and project management skills



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Preferred Qualifications	<ul style="list-style-type: none"> • Demonstrated ability to utilize a variety of communication strategies, technologies and social media to reach target audiences with and AOD and IPV messages • Experience working in higher education and/or with college students • Knowledge of the current literature regarding AOD and IPV concerning college students as well as current developments and trends in the field of AOD and IPV • Demonstrated experience working with students to address AOD and IPV issues
How To Apply	<p>This position and instructions on how to apply are located on our website. Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the My Activities link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the How To Apply document for more information.</p>
Anticipated Appointment Date	July, 2024
Terms of Employment	<p>This is a project University Staff position, at will employment, and non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period. Expectations for this position are full-time work during the academic year with flexible hours over the summer.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline and Required Materials	<p>TO ENSURE CONSIDERATION: Applications received by 06/02/2024 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references - Unofficial Transcripts <p>(Official Transcripts may be required of finalist)</p>
Position Contact	<p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p> <p>For additional information regarding the position, please call or email: Brittany Kalish, Chair, Search and Screen Committee Email: brkalish@uwsp.edu Phone: 715-346-2611</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu</p>



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Special Notes

Phone: 715-346-2606

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point's mission is, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/protsv/Pages/Clery.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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