



Position Description

General Information	
UW System Title:	Student Affairs Program Specialist
UW System Code:	AE192
Business Title:	Project Specialist for Alcohol and Other Drug (AOD) Misuse and Interpersonal Violence Prevention (IPV)
Supervisor's Business Title:	Program Director (Student Affairs Manager), Center for Prevention and Health Promotion
Hours/Shift/Work Schedule:	M-F; 7:45AM-4:30PM; Some evening / weekend programs
Check as needed:	<input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Evenings <input type="checkbox"/> On call <input type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Office of the Dean of Students
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	4/18/2024
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Having property access, financial/fiduciary duties, and all executive positions)</small>	
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<small>(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy.)</small>	

Department Description

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.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the Job Library and support using specifics of the position)	% of Time
<p>Education and Outreach</p> <ul style="list-style-type: none"> • Organize, promote, administer and report on AODA /IPV universal prevention programs for new students at UWSP. • Facilitate AOD educational sanction programs (curriculum development, scheduling, facilitating, evaluation) for the Office of the Dean of Students and maintain appropriate database of cases. • Provide IPV training and educational programs to key constituents on campus, including student leaders, student organizations, peer education members, and athletes • Work with the Center for Prevention and Health Promotion peer educators to develop marketing strategies tailored to meet the diverse needs of the student population to include, but not be limited to, written and electronic information materials, websites and social media • Develop and implement an outreach plan to address AOD and IPV issues with students and the campus community • Develop and implement programming surrounding AOD and IPV including theme weeks and community events 	60%
<p>Individual Student Education</p> <ul style="list-style-type: none"> • Facilitate 1-1 brief motivational interviewing session with students who have been sanctioned to an alcohol or drug related education sanction 	20%
<p>Administration and Representation (20%)</p> <ul style="list-style-type: none"> • Assess, evaluate and report on the ongoing needs of the student population, identifying key areas where services and activities exist, need to be strengthened, expanded or developed. • Conduct ongoing evaluation of outreach, training, and program outcomes • Track AOD and IPV programming initiatives across campus • Make appropriate referrals to campus and community resources • Serve as a core member of the UWSP Pointer After Dark Committee • Write reports, as needed, for the Center for Prevention and Health Promotion • Attend weekly Center for Prevention and Health Promotion staff meetings • Attend 1-1's with direct supervisor • Perform other duties as assigned 	20%

Qualifications – Knowledge, Skills, and Abilities:
<p>Required Knowledge, Skills, and Abilities</p> <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 <p>Preferred Knowledge, Skills, and Abilities</p> <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

Other – Knowledge, Skills, and Abilities:

Job Requires Driving a State Vehicle

Pre-employment Physical Assessment Required

Pre-Employment Financial Check Required

Independent travel is a core function of the job

Physical Effort/Demands:

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices.

Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.