Eastern Washington University  
Student Life – Health, Wellness & Prevention Services  

Position Description: Substance Abuse Prevention Coordinator  

Function of Position:  

Provides students, parents, and other campus constituents information and education in areas of alcohol, drug, and tobacco use, abuse, and prevention. Responsible for recruiting, training, and supervising various peer education programs. Serve as campus liaison with community agencies, coalitions, and other groups whose emphases may be relevant to the substance use and abuse issues of the EWU student population.  

Principle Duties and Responsibilities:  

1. Provide health education and programming in areas of alcohol use and abuse, drug use and abuse, and tobacco use.  
2. Utilize research based approaches and strategies to help enact behavior change among the student population.  
3. Track and report statistical data as required or requested.  
4. Recruit, train, and supervise peer education programs to include the Mocktail Club. Modify as needed or directed.  
5. Participate in forums that will help to provide information and direction to EWU administration as it relates to the substance abuse prevention needs of the student or campus population.  
6. Provide consultative services to the university community within area of expertise, e.g.; alcohol, drugs, tobacco, etc.  
7. Provide information about alcohol, tobacco and other drugs to students and campus as needed via workshops, presentations, and other outreach avenues to reach the varied student populations. Examples include the Greek system, freshman classes, residence hall forums, information tables, and so on.  
8. Attend regular staff meetings and staff developments.  
9. Attend and/or present at professional workshops, conferences, and training sessions to improve professional skills and knowledge in areas of alcohol, tobacco and other drugs.  
10. Stay current in issues relates to areas of collegiate alcohol, tobacco and other drug use and abuse.
11. Establish relationships and act as effective liaison with on- and off-campus resources such as community service agencies, community coalitions and consortiums, and other relevant programs as needed.

12. Responsible for all recruiting, training, supervision, and daily operations pertaining to student volunteers, interns, or other student-based assistance.

13. Perform other duties assigned.

**Supervisor:**

Responsibilities and duties are performed under the direction of the Director of Health, Wellness & Prevention Services and as a subsidiary of Student Life. It is expected that each staff member plans and arranges their work with in a manner consistent with the mission and objectives of the department and University.

**Minimum Qualifications:**

Bachelor degree in alcohol and drug studies, social work, psychology, or related field and a minimum of one year experience in a health education or prevention specialist capacity. Experience working with diverse populations. Must be detail and customer service oriented. Some evenings, weekends, and travel required. Must possess own vehicle and valid drivers license. Must be able to lift and carry a minimum of 25 pounds.

**Preferred Qualifications:**

Experience working with peer education programs. Experience working in a college or University setting. Understanding of prevention and behavioral change strategies. Previous involvement in or with community coalitions or other groups whose focus includes alcohol, tobacco and other drugs. Knowledge or expertise in areas of alcohol, tobacco and other drugs. Certified chemical dependency or intervention specialist.