Position Title: Alcohol Screening and Prevention (ASAP) Consultant  
Reporting to: Office of Residential Life and Office of the Vice President for Student Affairs  
Hours: Two week on-call rotations three times a year, monthly continuing education and staff meetings  
Stipend: $1000 for the Academic Year  
Term: 2016-2017 Academic Year  

Overview:
Alcohol Screening and Prevention (ASAP) Consultants will provide education, information listening, support, and referral services for students who have questions about alcohol, alcohol policies, or are concerned for a friend or themselves. ASAP consultants will be expected to participate in an on-call, 24-hour response schedule during the academic year with a mobile response phone. The duties and services provided by ASAP includes, 1.) Providing accurate information and education around alcohol and high-risk drinking  2.) Responding to questions regarding the alcohol policy at Boston College and Massachusetts Laws around alcohol consumption, 3.) Referring students to on campus resources, 4.) Connecting students to emergency resources in the event of a crisis. ASAP Consultants who complete their year-long commitment to ASAP will receive a $1000 stipend, broken down into three payments.

Job Responsibilities:
Job responsibilities are broken down into three categories: on-call responsibilities, professional development, and ASAP initiative support. Consultants are required to make a one-year commitment to ASAP, which entails:

On-Call Responsibilities:
- Serving 3, two week-long shifts per academic year or equivalent  
- 24-hour response during the academic year, with consultants on call during weeklong shifts with a mobile response phone.  
- Providing accurate information and education around alcohol (e.g. BAC, tolerance, standard drink size, etc.)  
- Answering questions about Boston College alcohol policy (e.g. Help-Seeking policy, conduct, expectations and Massachusetts Laws around alcohol consumption (e.g Social Host Liability)  
- Direct and refer students to on campus alcohol support services such as, Alcohol and other Drug Education Office, University Counseling Services, Recovery Support Programs  
- Connecting individuals with emergency services in the event of a crisis  
- Observe and follow guidelines around limits of confidentiality and mandatory reporting

Professional Development:
• Attend a mandatory 2.5 day training in late August, 2016 (dates to be confirmed)
• Attend 1 continuing education sessions per month
• Participate in individual check-ins with a supervisor as appropriate

ASAP Initiative Support:
• Participate in at least 1 campus-wide alcohol screening events per semester
• Document usage of services provided (e.g. phone logs, follow-ups, etc.)
• Provide support (as needed) for ASAP physical drop-in center

Qualifications:
• Enrollment in a Boston College Master’s graduate program in Mental Health Counseling, Social Work, Nursing, Higher Education or other related discipline or an affiliated employee of Boston College
• Experience in working with alcohol interventions and prevention approaches such as SBIRT, Motivational interviewing and/or BASICS
• Clinical and/or research experience working with substance dependent populations
• Strong oral and written communication skills
• Proficient in media and office technologies (Microsoft Office, web, Google functions, etc.)

Reporting Relationship
ASAP Consultants will jointly report to the Program Manager for the Alcohol Screening and Prevention Initiative and to the Assistant Director of Recovery and Support Programs.

Jesuit and Ignatian Values
• ASAP Consultant must develop an understanding of Ignatian spirituality and Boston College’s model of Jesuit education and Student Formation. The concept of “cura personalis” (care of the whole person) is an integral component to the work and overall mission of the Boston College.

Professionalism
• ASAP Consultant is expected to hold themselves to the highest standards of conduct, abiding by both university policies and state/federal laws.
• ASAP Consultant is required to act professionally according to expectations on demeanor, conversations and language, etc. as provided in the expectations from the department and their supervisor

Resumes and cover letters can be submitted to:
Name: Olivia Sevey
Position: Program Manager, Alcohol Screening and Prevention Initiative
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