GRADUATE ASSISTANT,
EARLY INTERVENTION AND EDUCATION PROGRAM

OFFICE OF HEALTH PROMOTION,
ALCOHOL AND DRUG EDUCATION PROGRAM

Temporary Hourly Position for Spring 2016 OR
Graduate Assistantship for at least 3 semesters with Stipend and Tuition Remission

Department: Office of Health Promotion, Alcohol and Drug Education Program

Position/Title: Graduate Assistant for the Early Intervention and Education Program

Reports to: Jeannine Kremer, LICSW, Assistant Director for Health Promotion

Hours per week: 15-20

Compensation: Hourly Pay Rate, to be Determined Based on Experience OR Stipend and Tuition Remission, if able to commit to at least 3 semesters

Description/Responsibilities:
The Graduate Assistant for the Early Intervention and Education Program (EIEP) will report directly to the Assistant Director of the Office of Health Promotion. He/she will oversee daily administrative operations for the EIEP program for students who are referred to the Alcohol and Drug Education Program as a result of alcohol and other drug policy violations and for students who are self-referred. The Graduate Assistant will: manage EIEP student registrations; track students’ progress toward completing their sanctions; maintain/update the judicial database; collaborate with other areas of Boston College including Residential Life and Dean of Students; bill students for EIEP programs; and create reports for conduct officers and other administrators as needed.

The EIEP program consists of several alcohol-related programs including e-CHUG, CHOICES, BASICS, BASICS Booster, Substance Abuse Assessments, and AIM; as well as marijuana-related programs including MODE and MIM. For a complete description the Early Intervention and Education Program, please visit http://www.bc.edu/offices/ade/eiep.html

Job Responsibilities:
• receive and manage registrations for all EIEP programs
• coordinate scheduling of students for EIEP programs
• track students’ progress and completion for all EIEP programs
• update the judicial database (StarRez) to reflect completion of sanctions
• bill all students who complete EIEP programs
• prepare monthly reports by compiling numbers of students who participate in EIEP programs
**Qualifications:**
- Proficient with technology; including Microsoft Office programs, Google Forms and Spreadsheets, familiarity working with databases
- Strong organization skills
- Attention to details
- Efficient
- Quick learner
- Experience working in a professional office environment strongly preferred

**Start/End Date:** January 2016 – May 2016, must be able to commit to full semester

**Send Resume and Cover Letter To/Contact Information:**
Jeannine Kremer, LICSW
Assistant Director, Office of Health Promotion
jeannine.kremer@bc.edu
617-552-2572

**Additional Info:** For more information about the Alcohol and Drug Education Program, please visit www.bc.edu/ade