Alcohol Screening and Prevention Initiative

Position Title: Alcohol Screening and Prevention (ASAP) Graduate Student
Reporting To: Assistant Director, Recovery and Support Programs
Hours Per Week: 10-15 hours per week (includes evening and occasional weekend commitments)
Salary: $15/ hour
Term: Fall Semester 2016 – Possibility for continuation for spring

Job Responsibilities
Working closely with the ASAP team, this individual will help manage campus wide alcohol screening events at Boston College, and provide logistical and administrative support for the helpline and assessment program of ASAP. These may include the following:

- Plan and execute four campus wide alcohol screening events a semester
- Collaborate and coordinate in the creation of training programs appropriate for facilitators of these screening events
- Maintain web presence for ASAP initiatives and resources
- In conjunction with the Office of Health Promotion and the VPSA, participate in marketing campaigns for ASAP initiatives
- Oversee social media presence for ASAP initiatives and resources.
- Create reports for overseeing committees on assessment and services rendered
- Attend weekly supervision meetings and other meetings as necessary
- Additional duties as assigned

Qualifications

- Masters or PhD student enrolled in a graduate program at Boston College
- Interest in working with collegiate student affairs with programming and event planning
- Strong oral and written communication skills, including presenting in front of groups of faculty, staff, and administrators
- Proficient in media and office technologies (Microsoft Office, web, Google functions, etc.)

Contact
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