

Job Title	College Prevention Coordinator
PVN ID	SI-1706-001905
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Student Affairs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 29, 2017 (Or Until Filled)

General Description

Job Description: The CPC will be responsible for the general day to day activities and organization of the campus community coalition and its work on the College Environmental Prevention objectives. The coordinator will be responsible for assessment, capacity building, planning, implementing, and evaluating activities associated with the college prevention priorities. The coordinator will guide the coalition to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in college underage drinking and drug abuse prevention. The

College Prevention Coordinator will also be responsible for ensuring that the necessary OASAS reporting requirements, including interim reports and a final report are completed and submitted.

Responsibilities:

Coordinate prevention training for campus staff

- Responsible for coordination of all campus alcohol and drug prevention activities
- Work as a team member of Student Development or similar campus department
- Coordinate and conduct CORE Survey biannually
- Act as co-chair of the campus community coalition, help coordinate and facilitate coalition meetings and related activities
- Keep current and expand his or her knowledge in the areas of college underage drinking,

substance use and prescription drug misuse and serve as resource person for the coalition and campus community

- Plan and coordinate prevention training and technical assistance for campus staff, coalition

members and other community partners

- Coordinate all assessment activities on campus and in the surrounding community
- Work with your Regional Prevention Resource Center and coalition members to develop and implement

data collection tools and methods for assessment and evaluation and develop evaluation measures for implementation activities

- Develop and coordinate screening and brief intervention services for students on the campus
- Communicate effectively and regularly with coalition members on the SPF process
- Collaborate with community sectors, OASAS and Local Governmental Units to complete the steps of the SPF process
- Serve as a consultant to the coalition to develop community partnerships
- Assist coalition members in strategic planning and developing a comprehensive action plan based on assessment results
- Direct SPF implementation activities
- Evaluate implementation activity effectiveness on an on-going basis
- Document findings and progress of programs and activities in written reports to OASAS and local PRC and coalition members
- Manage and oversee expenditures of College Environmental Prevention initiative budget (or MOU)
- Work as team member with coalition members and community partners.

Other Duties

Qualifications

Masters' degree and relevant experience in public health or health education, administration, policy/planning, or in community/organizational psychology; or bachelor's degree and five years of appropriate experience in managing or coordinating college/community-based public health or health related agency could be substituted for advanced degree.

- At least two years of experience with health education programs in college setting
- Proven ability to work independently and excellent organizational skills
- Public relations or marketing skills and excellent interpersonal and communication skill
- Knowledge of the Strategic Prevention Framework and the OASAS Prevention Framework
- Familiarity and comfort with reporting outcomes in web-based system

Selection of an applicant for the College Prevention Coordinator who occupies a current College AOD

Prevention position or related title will be allowed provided that the candidate can fulfill all of the above responsibilities. OASAS funding should not be used to support activities not directly related to grant objectives.