Assistant Dean of Students – Substance Abuse Prevention

Definition of Class
This is a professional position in which the incumbent researches, develops and conducts substance abuse prevention education and provides training for University peer educators. The incumbent prepares and maintains documents, files, reports for compliance with the Drug-Free Schools and Campuses Regulations, and exercises discretion and independent judgment. This position reports to the Dean of Students.

Examples of Work Performed
Provides ongoing substance abuse education through programs, lectures, workshops, seminar, and large-scale events in residence halls, classrooms, Greek houses, and within the Oxford community.

Researches and schedules national substance abuse speakers and programs.

Develops and disseminates marketing materials for all events.

Maintains compliance with the Drug-Free Schools and Campuses Regulations through written documentation, maintaining appropriate files and records, and preparing demographic reports.

Compiles and maintains a written description of primary, secondary, and tertiary substance abuse prevention programs and conducts biennial reviews of the program to determine effectiveness and implements necessary changes, and ensures disciplinary sanctions are enforced.

Chairs the Lafayette-Oxford-University Commission on Alcohol and Drug Safety and conducts monthly meetings.

Reviews substance abuse trends for the University, Oxford, and Lafayette County on a monthly basis.

Advises and trains peer education groups. Recruits, interviews, and selects peer educators and schedules programs, presentation, and events.

Develops and implements sanctioned educational program for substance abuse violations and maintains files for departmental and compliance records.

Schedules appointments, conducts sessions, and performs follow-up for individual counseling sessions on a regular basis. Provides individual alcohol and drug assessment as well as alcohol and drug counseling. Facilitates treatment, referrals, and follow-up on referrals to outside agencies.

Seeks and oversees external funding and grant budgets.

Writes and submits grant proposals.

Works with local agencies and task forces, including but not limited to the Chamber of Commerce, Alcohol Beverage Control Division of the Mississippi State Tax Commission, local and county police forces, to develop standards of acceptable practice for local businesses.

Conducts research and assists with alcohol and drug related research for University.

Develops, implements, and revises University substance abuse policies.

Coordinates Absence from Class Notification System.

Coordinates and directs annual department assessment.
Serves as a member of the crisis response team.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Researches, conducts, and implements substance abuse education programs, trains University peer educators, and provides counseling to University students.

2. Writes and submits grant proposals.

3. Oversees external funding and grant budgets.

4. Reviews University, local, and county substance abuse trends and prepares demographic reports.

5. Works with local agencies to develop practices and assists in the development of training for personnel of local business regarding substance abuse.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree in higher education, health promotion, public health or a related field from an accredited college or university.

  **AND**

- **Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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