



# EMORY UNIVERSITY

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## Assistant Director for Substance Misuse Prevention

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Prepared by

**Keeling Associates**  
Change for Learning

# The Opportunity

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Emory University is embarking on a major movement to ensure community flourishing. As a part of that commitment they are seeking strong candidates for the inaugural Assistant Director for Substance Misuse Prevention (Assistant Director). This role will be an integral part of the leadership team within the newly re-imagined Center for Student Wellbeing; this Center will serve as the focal point for wellbeing initiatives for all students and a hub for holistic health promotion, prevention, and peer engagement. The Center for Wellbeing is a unit within an expanded portfolio of Health, Wellbeing, Access, and Prevention at Emory University. The incumbent in this role must have a deep passion for the work and an understanding of the challenges faced by a highly diverse population of undergraduate, graduate, and professional school students, and possess subject matter expertise as well as direct experience in substance misuse prevention programming and initiatives directed at young adult populations. Above all, this person will embody a deep and abiding commitment to student-centered practices and the academic mission of the institution.





# Position Summary

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Reporting to the Executive Director of the Center for Student Wellbeing, the Assistant Director will support strategic planning and implementation of initiatives and programs related to prevention, education, and assessment of alcohol and other drug misuse for Emory University students. The incumbent will (1) formulate methods of assessment related to student needs and substance use and misuse trends, and then (2) identify, propose, and implement supports, programs, and initiatives that respond to these needs and trends and are tailored to the unique student population at the University. Ultimately, this position will spearhead innovative, data-informed, and evidence-based practices that embrace the whole student in the context of a challenging and rewarding academic environment, and champion programs, campaigns, and policies that help students address unhealthy behaviors and cultivate lifelong healthy habits related to alcohol and other drugs (AOD).

This position will not be responsible for providing direct clinical services (e.g., clinical intervention, counseling); instead, the incumbent will work closely with Counseling and Psychological Services at the University, which oversees clinical services pertaining to assessment and intervention for alcohol and other drug use.

## Responsibilities

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- ▶ Serve as a key member of the leadership team for the Center for Student Wellbeing to promote, educate, and empower students on issues that impact their success and wellbeing.
- ▶ Develop and implement a comprehensive strategy for AOD use/misuse for the University using national best practices and contemporary research. This will include partnering with the Executive Director to spearhead environmental strategies that have an impact on AOD issues on campus.
- ▶ Develop, implement, and evaluate programming/educational workshops/training, and outreach efforts around AOD topics of community relevance, including but not limited to screening, substance use/abuse, social norms, and recovery.

# Responsibilities (Continued)

- ▶ Form and cultivate a coalition with campus and community partners to guide the development and implementation of strategies that will lead to a long-term involvement of the community, institutions, organizations, and campus stakeholders on issues of substance misuse prevention.
- ▶ Develop and implement peer education and student-oriented educational opportunities.
- ▶ Provide consultation and training to professional staff within the campus community on substance-related issues.
- ▶ Coordinate with campus and community stakeholders to increase opportunities for substance-free engagements, build social connections, and empower students to choose healthy behaviors.
- ▶ Conduct needs assessments such as surveys, questionnaires, and focus groups on AOD topics.
- ▶ Provide direct outreach to at-risk student groups.
- ▶ Provide AOD educational programming during high-risk times (e.g., homecoming, Halloween, graduation, concerts, 4/20), orientation and move-in weeks, and throughout the academic year.
- ▶ Develop social norms/social marketing campaign strategies related to AOD issues.
- ▶ Coordinate and support strategies that promote early identification of students' needs including promoting early screenings important to promote a culture of help seeking and one that reduces the stigma associated with AOD concerns.
- ▶ Participate and provide relevant information and input to University task forces, committees, and meetings in alignment with University mission, goals, and obligations and responsibilities.
- ▶ Other duties as assigned relevant to the mission and goals of the position and the Center for Student Wellbeing.





# Qualifications

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## Minimum Qualifications

- ▶ Master's degree in Public Health, Student Affairs, Social Work, Counseling, Psychology, or related field.
- ▶ Two years of full-time experience in substance misuse prevention and education with a diverse population.
- ▶ Knowledge of and experience working with individuals related to substance use, misuse, abuse, dependency, addiction, comorbid health conditions, motivational interviewing, stages of change, and current and emerging AOD trends with a college population in an academic environment.
- ▶ Experience working with and creating content/presentation/workshops/trainings that will engage a diverse young adult/student population on alcohol and other drugs and other related health issues.
- ▶ Demonstrated ability to plan, organize, collaborate, and lead large-scale programming and initiatives.
- ▶ Proficiency in campus, community, and/or public health needs assessment, and unitizing data to inform practice improvements and services, including collection and analysis of data to inform future services and programs.
- ▶ Demonstrated experience working collaboratively across a diverse community of constituents.
- ▶ Ability to work nights and weekends as required.



# Qualifications (Continued)

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## Preferred Qualifications

- ▶ Experience providing alcohol and other drug programming, services, and prevention with a college population in a university environment.
- ▶ Clinical practice experience assessing, treating, and providing interventions for substance misuse (for the purpose of background experience, but not required to perform within this role).
- ▶ Certified Alcohol Drug Counselor (CADC) or other similar substance use and/or addiction counseling certification(s).
- ▶ Experience with peer education facilitation and training.
- ▶ Experience with Brief Alcohol Screening and Interventions for College Students (BASICS), Motivational Interviewing, Cannabis Screening and Interventions for College Students (CASICS), Marijuana Prevention Program (MAP), recovery programming, or other similar certifications and programs.
- ▶ Experience creating and informing marketing and social media campaigns and health promotion initiatives within a community population.
- ▶ Active participation in the field of substance misuse prevention, health promotion, and education, including membership, conference attendance, and/or presentations and/or publications.
- ▶ Experience with grant writing and/or working within boundaries of grant-funded programs.
- ▶ Experience with policies and procedures related to substance use, including medical amnesty.





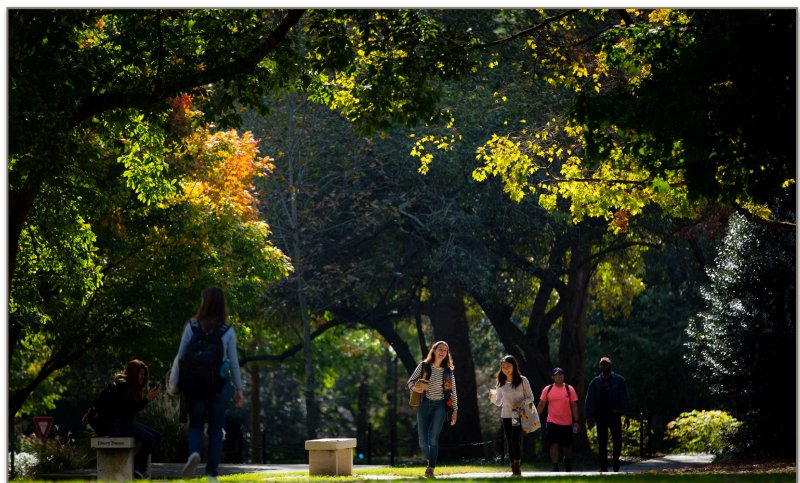
# About Emory University



Emory University is one of the world's leading institutions of higher education, with an international reputation for path-breaking scholarship and research, engaged teaching, and innovative health care delivery. With a mission “to create, preserve, teach, and apply knowledge in the service of humanity,” Emory University seeks to lead through moral and ethical engagement, discovery, and innovation. A member of the Association

of American Universities (AAU) since 1995, the University benefits from collaboration and synergy among its nine undergraduate, graduate, and professional schools. These schools include Emory College of Arts and Sciences, Oxford College, School of Medicine, Nell Hodgson Woodruff School of Nursing, Candler School of Theology, School of Law, Goizueta Business School, Laney Graduate School, and Rollins School of Public Health.

Emory's majestic main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,155 undergraduates and 7,754 graduate and professional students. Emory's reach and impact extend far beyond its Atlanta and Oxford campuses. The University's 36,000 employees — including more than 11,000 faculty and staff and 24,000 Emory Healthcare employees — make it the largest private employer in the Atlanta metropolitan area and multiply Emory's economic impact throughout the region and the state. Emory University strives to provide a welcoming, diverse, and inclusive campus as an essential part of a community of academic excellence.





# Application Process

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Emory University has partnered with Keeling & Associates in this search process. Applications should include a cover letter and resume and must be sent, preferably in PDF format, to [recruiting@KeelingAssociates.com](mailto:recruiting@KeelingAssociates.com). The subject line of the email should read “Emory - Assistant Director for Substance Misuse Prevention.” Confidential inquiries and nominations should be addressed to Dr. Mark Patishnock, Senior Consultant at Keeling & Associates, at [mpatishnock@keelingassociates.com](mailto:mpatishnock@keelingassociates.com). Applications received by March 15, 2024 will receive full consideration. The process will continue until the position is filled.



*Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Georgia State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Emory University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.*