

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, AWARE PROGRAMS**

**Reports To:** Designated Supervisor

**UW Job Code:** 3070

**UW Job Family:** 35 – Student Service Management Support

**SOC Code:** 21-1011

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 8-5-04

**JOB PURPOSE:**

Provide leadership, daily supervision, and coordination of the Alcohol, Wellness Alternatives, Research and Education (AWARE) programs and staff within the University Counseling Center. Coordinate responses to student alcohol and drug-related concerns, policy issues, develop programs and campus prevention activities. Act as a liaison to students, campus entities, community and state coalitions and community colleges. Act as a member of the administrative team for the University Counseling Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, deliver, and coordinate alcohol and drug prevention programming across the University using best practices and campus environmental strategies.
- Work with University students, campus Student Affairs units, academic departments, city and state coalitions and community colleges to enhance a collaborative approach to substance abuse prevention.
- Generate research and develop regular reports and reviews relevant to student substance abuse issues.
- Provide leadership and chair committees dedicated to the development, recommendation and policy assessment for prevention/intervention and enforcement to reduce underage drinking and excessive alcohol use.
- Deliver training to students and clinical trainees regarding substance abuse prevention and intervention approaches.
- Monitor and manage the AWARE budget and personnel.
- Represent AWARE programs and policies to campus and academic/administrative entities.
- Work with the Directors, Associate Director(s) and Assistant Director(s) of both Campus Recreation and the University Counseling Center, as well as professional staff, to develop recommendations and program priorities with regard to substance use education, prevention and intervention.

**SUPPLEMENTAL FUNCTIONS:**

- Write grants.
- Perform relevant research.
- Maintain effective relationships and communicate with campus and local judicial offices.

**COMPETENCIES:**

- Sensitivity
- Integrity
- Visionary Leadership
- Influence
- Formal Presentation Skills
- Strategic Planning

**MINIMUM QUALIFICATIONS:**

Education: **Master's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Best practice prevention strategies and environmental alcohol and drug abuse management.
- The continuum of community assessment, treatment and support services specifically relating to drugs and alcohol.
- Community resources and agencies concerned with substance abuse problems.
- Social, cultural, psychological, and economic factors that contribute to substance abuse.
- Current trends and treatment modalities for substance abuse and their application.
- Techniques and methods of needs assessment and documentation.
- Principles and practices of supervision.
- Applicable federal, state and university regulations.
- Financial/business analysis techniques.
- Staff hiring procedures.
- Grant preparation and government agency program, contract, budgeting, and procurement requirements.
- University of Wyoming's drug and alcohol policies, regulations, and programs.
- Program development, implementation, and assessment.
- The principles of human behavior modification.
- Office procedures, typing, and computer skills.
- Report writing and policy revision.

Skills and Abilities to:

- Read and interpret contracts and legislation.
- Establish and maintain effective working relationships with a variety of agencies, organizations, and individuals.
- Respond to state and federal mandates.
- Conceptualize or modify programs.
- Establish funding priorities and analyze and evaluate a variety of complex data.
- Maintain confidentiality.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Identify and secure alternative funding/revenue sources.
- Work effectively with a wide range of constituencies in a diverse community.
- Foster a cooperative work environment.
- Effectively communicate, both orally, interpersonally, and in writing.
- Develop and implement strategic plans.
- Plan programs and effectively lead teams.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.