General Description
The Program Assistant for Alcohol Programs is a student staff member in the Office of Student Development and participates as a member of the CLSI Team. S/he is directly supervised by the Coordinator for Alcohol Programs in the Office of Student Development. The Program Assistant for Alcohol Programs is responsible for assisting with all aspects of creating and implementing a comprehensive alcohol prevention program at Marquette, including the development of social norms messaging, educational publications, designing and presenting prevention-based programs and presentations, bystander intervention training, and assisting with assessment and data analysis as needed. The student filing this position should have an overall interest in addressing student wellness in the Marquette community.

As a staff member with the Center for Leadership, Service and Involvement (CLSI) of the Office of Student Development, the Program Assistant for Alcohol Programs will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in CLSI and/or the Office of Student Development when needed. Members of the CLSI Team perform their work in a highly collaborative environment and should be expected to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities
- Assist in the development and implementation of a comprehensive harm-reduction/risk-reduction model regarding alcohol within the Marquette community, including content and program development, publicity, scheduling, presentations, and evaluation
- Develop and present, upon request, alcohol educational sessions for students organization, campus department student groups, or faculty and staff
- Participate in the development of new programs and offerings related to alcohol education, bystander intervention, and student wellness
- Work with publications staff to produce a social norms marketing campaign on appropriate topics in alcohol and campus harm-reduction. Take the lead in developing and researching campaign content and format.
- Assist in the recruitment, selection, scheduling, and ongoing training of the student conduct boards and the bystander intervention team through the Office of Student Development
- Assist in the analysis of assessment information and the creation of executive summaries and annual reports
- Assist in the management, communication, evaluation, and assessment of the AlcoholEdu for College program, a population-level prevention program which all new first-year students partake.
- Participate in weekly one on one meeting with supervisor and attend training sessions prior to and throughout the academic year.
- Maintain regular office hours each week
**CLSI and Office of Student Development Responsibilities**

- Maintain regular office hours
- Schedule additional hours as appropriate to meet goals of the position and the Office of Student Development
- Attend all CLSI Team meetings, trainings sessions, etc.
- Provide quality service to organizations or individuals using the CLSI, Office of Student Development, or their resources
- Met regularly with supervisor to set goals and evaluate progress and performance
- Complete other duties as assigned

**Qualifications**

- Prior leadership/wellness/health programming experience
- Strong presentation, speaking, and service skills
- Good standing with the University (both academic and disciplinary)
- Ability to work independently and accept individual responsibility for projects or assignments
- Creativity, enthusiasm, and willingness to learn
- Ability to effectively represent the Office of Student Development to student groups, campus departments, and community agencies
- Computer skills (Macintosh, Microsoft Word, Filemaker Pro, Adobe Creative Suite or ability and desire to learn)

**Remunerations**

- Approximately 10-12 hours per week (office hours must be 9:00 am-4:30 pm; with some evening and weekend presentation commitments)
- $8.60 per hour

Updated January 2014