

Binghamton University – Healthy Campus Initiative Alcohol, Tobacco and Other Drugs Programs and Services

The Alcohol, Tobacco and Other Drug (ATOD) graduate assistant serves as a key member of the B-Healthy team. The ATOD program exists to provide brief intervention and prevention services to all Binghamton University students, and to offer comprehensive support in students' pursuit of a healthy lifestyle. The ATOD mission is to meet each student's unique needs, and to provide the necessary tools to reduce risks and prevent harms associated with substance use. ATOD staff advocate for and promote alcohol, tobacco and other drug harm reduction throughout the Binghamton community and are responsible for keeping constituents informed about current trends and best practices surrounding substance use prevention in higher education.

Description

The ATOD program is seeking to fill one, 20-hour graduate assistant position for the upcoming academic year. Anticipated educational outcomes include: working knowledge of campus ATOD referral processes; understanding of motivational interviewing (MI) and ways it can be applied to substance use harm reduction; familiarity with substance use screening and brief intervention techniques for college students; knowledge of the Strategic Prevention Framework and environmental strategies for prevention; facilitating community coalitions; knowledge of state and federal substance use regulations relevant in higher education; and knowledge of best practices for substance use outreach, assessment, and risk reduction.

Students must be accepted into a Binghamton University Graduate program for the 2025-2026 academic year. Preference will be given to qualified candidates in the following programs: student affairs administration, clinical psychology, public health, and community research and action.

The accepted graduate assistant must attend a full day, mandatory ATOD orientation session prior to the first day of classes.

Duties and Responsibilities (training will be provided upon hire)

- Assist with daily operations of the ATOD office including: scheduling appointments, managing the office calendar, tracking completion of student interventions, filing paperwork, etc.
- Develop working knowledge of how to administer evidence-based interventions to college students (eCHECKUP TO GO and BASICS) and assist with programming/intervention efforts as needed.
- Conduct substance use harm reduction programming and outreach across campus (i.e. Party Safe workshops, interactive tabling activities, etc.
- Develop ideas and content for marketing materials (i.e. flyers) and social media.
- Provide program evaluation using a variety of approaches including: Qualtrics surveys, focus groups, validated instruments, etc.
- Provide administrative assistance to the Binghamton Campus and Community Coalition (BCCC), including taking minutes at monthly meetings and assisting with implementing environmental prevention strategies.
- Research best practices for ATOD prevention programming and harm reduction, and stay current on emerging ATOD topics.
- Assist with other ATOD initiatives as needed.

Qualifications

- Strong interest in alcohol and other drug prevention work with college students.
- An open mind and a positive attitude
- Well-developed interpersonal skills
- Excellent organizational skills and the ability to manage multiple priorities
- Ability to work interdependently and with professional staff, other graduate students, and undergraduate students
- Strong written and verbal skills

Stipend and Weekly Hours

This assistantship includes a base stipend for the academic year of \$12,200 or extended academic year* for \$13,200, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected.

**Extended academic year appointments require work during winter and spring breaks.*

TO APPLY

Interested candidates not in the Student Affairs Administration program should submit a resume, cover letter and contact information for three professional/academic references to Rasheema Wright, MPH at rwright6@binghamton.edu.