

ASSISTANT DIRECTOR OF ALCOHOL AND OTHER DRUGS SERVICES - UNIVERSITY COUNSELING CENTER (STUDENT SERVICES)

Job no: 494028

Position type: EAP - Executive, Administrative, Professional

Location: Allendale

Categories: Student Services

The AOD assistant director is a member of the University Counseling Center's (UCC) administrative team and provides collaborative vision and leadership for the management of AOD prevention, education, and recovery services, supervision and performance evaluation for AOD staff, and leadership to shape a campus community that engages and challenges students to make healthy life-long decisions regarding alcohol and other drugs. The assistant director also assists the administrative team in creating a culture of organizational health. In conjunction with the UCC director, the assistant director will make decisions regarding the AOD service model to meet best practice standards and innovate to meet student needs.

Required Qualifications and Education:

- Doctorate in counseling or clinical psychology, master's in social work or counseling, or comparable degree
- Licensed (or immediately eligible) as a psychologist, counselor, or clinical social worker in Michigan
- Experience conducting substance abuse therapy
- Minimum of two years post-licensure clinical experience
- Leadership and supervisory experience
- Commitment to working with diverse student populations in an affirming environment
- Strong clinical, management, collaboration, and interpersonal skills

Preferred Qualifications and Education:

- Three years post-licensure experience, and one year of administrative leadership experience
- Certified Advanced Alcohol and Drug Counselor (CAADC) or equivalent
- Experience in a university counseling center
- Experience providing mental health or addictions preventative programming, outreach, and psychoeducation
- Experience with wellness-based community or university collaborative partnerships
- Experience providing supervision and performance evaluation for professional staff members
- For doctorate candidates, APA-accredited program and internship

Responsibilities – Essential Functions:

1. Provide leadership as the assistant director of Alcohol and Other Drugs Services (AOD), including:
 - a. Vision regarding the mission and purpose of AOD within the campus community
 - b. Daily administration of the AOD office, budget, staff, and services

- c. Training to clinical staff, trainees, and campus partners on issues of alcohol and other drugs
 - d. Developing and presenting education and prevention programs to the campus community on AOD issues
 - e. Chair AOD campus committee and facilitate collaborations
 - f. Work with campus partners to ensure the maintenance and documentation of campus federal compliance standards regarding alcohol education, prevention, and treatment.
 - g. Assessment of the efficacy of AOD programming, including an annual snapshot regarding campus trends.
2. Provide culturally sensitive clinical services to a small caseload of college students including:
 - a. Individual and group mental health/substance abuse counseling
 - b. Clinical consultations
 - c. Crisis intervention services
 3. Provide performance evaluation, mentorship, and leadership to the professional staff members, graduate assistants, and peer-educators coordinating and/or delivering AOD services.
 4. Clinical supervision to trainees and unlicensed staff
 5. Other duties as assigned by the director

Responsibilities – Non-Essential Functions:

- Participate in Division of Student Affairs activities pertinent to student well-being
- Participate in national/regional professional organizations and activities

Salary: The position's salary range is \$74,000-\$78,000 commensurate with experience. There is an excellent fringe benefits package, including: University 12% retirement contribution (no matching required), 20 days of vacation, university holidays/winter break, health and wellness benefits, and professional development time and funds.

Inclusion Statement: Multicultural competency is core to the work we do each day. We strive to provide safe and affirming spaces for students to discuss concerns they face through the lens of their identities. We acknowledge the impact of power, privilege, oppression, stereotypes, and discrimination on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military status, weight, and other identities. We work to create spaces for students to feel heard, accepted, and affirmed. We recognize that being culturally humble is a lifelong journey. We are committed to this journey and continue with ongoing professional and personal development in this area.

Department/Division: The assistant director of AOD reports to the University Counseling Center, Division of Student Affairs. AOD and the University Counseling Center share staff and physical facilities, with AOD providing substance use education, prevention, and recovery and the UCC providing psychological services. The UCC is accredited by IACS and has an APA-accredited doctoral internship in

psychology. Both AOD and the UCC are well integrated within the university and have strong supportive partnerships across the campus, with access to excellent student affairs leadership. Staff are innovative, multidisciplinary, collegial, and invested in training and working collaboratively to ensure quality delivery of services to a diverse student body. The centers strive for work-life balance, inclusive supportive relationships, and ample professional development opportunities for staff. For additional information about the centers, please see [Alcohol and Other Drugs Services](#) (www.gvsu.edu/aod) and [University Counseling Center](#) (www.gvsu.edu/counsel).

Campus: Established in 1960, Grand Valley State University is a relatively new university with an enrollment of over 25,000. Committed to excellence, Grand Valley offers students personalized attention through relatively small classes and excellent student services. GVSU's main campus is located in Allendale which is about 12 miles west of Grand Rapids and 12 miles east of Lake Michigan with its beautiful beaches. The 1,237-acre campus includes both rolling hills to the west and deeply wooded ravines to the east. The city of [Grand Rapids](#) combines a diverse economy, strong public/parochial schools, outstanding cultural and recreational opportunities, and excellent health care to create a high quality of life for area residents.

How to Apply: Apply online at jobs.gvsu.edu and select "Apply now". Please include a cover letter and vita. The online application will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail addresses for three professional references. If you have questions or need assistance, call Human Resources at 616-331-2215.

Application Deadline Date: The review of applications will begin March 31, 2022, and the posting may be closed at any time at the discretion of the University. The preferred start date is June 2022.

Grand Valley State University has a COVID-19 Vaccine requirement that requires all faculty, staff and students to be vaccinated. New hires will be expected to adhere to the policy unless they are eligible for allowable exemptions or postponement. We will require proper documentation upon hire. Up-to-date information can be found on our [Lakers Together](#) website.

Grand Valley State University does not discriminate against students, faculty or staff in any of its employment practices or in its educational programs or activities. Grand Valley State University is guided by values for inclusiveness and community which are integral to our mission to educate students to shape their lives, their professions, and their societies, and to enrich the community through excellent teaching, active scholarship, and public service. The University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. Members of the University community, including candidates for employment or admissions, and visitors or guests, have the right to be free from acts of harassment and discrimination, which are prohibited if they discriminate or harass on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, veteran or active duty military status or weight. In addition, Grand Valley is required by Title IX of the Education Amendments of 1972 to ensure that none of its education programs and activities discriminate on the basis of

sex/gender. Sex includes sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. The Office for Title IX and Institutional Equity serves as a resource for the GVSU community and assists individuals who may have been impacted by discrimination or harassment in connecting with resources, imposes measures that protect or support access to programs and activities, and oversees the university's grievance process for allegations of discrimination and harassment. Inquiries regarding the application of Title IX may be referred to the Title IX Coordinator, 4015 Zumberge Hall, titleix@gvsu.edu, (616) 331-9530.

The University will provide reasonable accommodations to qualified individuals with disabilities. See www.gvsu.edu/affirmative/. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act as amended by the ADA Amendment Act (2008), Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws that prohibit discrimination on the basis of disability. GVSU will provide reasonable accommodations to qualified individuals with disabilities upon request.