Alcohol and Other Drug Program

G.A. Position: Alcohol and Other Drug Program

Department: Career Services

Supervisor: Dr. Chris Cubero

Job Description:

The graduate assistant of the AOD Program is a paraprofessional member of the counseling staff. The main objective for this position is to facilitate the AOD Program. The graduate assistant is responsible for maintaining pre-practicum student schedules as well as scheduling students to participate in the AOD program and maintain accurate records for these students in various places.

Job Functions/Responsibilities:

- Maintain organization of AOD program
- Maintain pre-practicum student schedules
- Schedule students for AOD program assessment, feedback, group workshops
- Coordinate the AOD Program in conjunction with the Office of Student Standards
- Perform required computer based and manual record-keeping functions related to AOD Program students
- Participate in regularly scheduled professional supervision (Immediate Supervisor)
- Participate in staff and professional development meetings
- Facilitate outreach programs to advance student development along with other members of the Counseling Center staff
- Be available to present information about the Counseling Center during weekend Orientation sessions
- Create and modify content on the Counseling Center and AOD Program website
- Be available 5 days a week
- All other duties as deemed necessary or as directed

Desired Qualifications:

- Mature, psychologically sophisticated, possess good interpersonal skills, with a background in psychology, social science, education, or personnel services
- Some professional experience, such as an internship, in counseling oriented setting
- Familiar with the bounds of confidentiality
- Knowledge of substance abuse issues
- Well versed in using Microsoft Office programs such as: Word, Excel and Publisher. Able to learn new computer programs quickly.
**Graduate Student Outcomes:**

- Experience in a professional setting
- Knowledge of a clinical screening and assessment for substance abuse
- Heightened interpersonal skills
- Access to a variety of professional counseling materials such as videos and books
- Direct contact with students
- Data management
- Assessment techniques
- General knowledge of mental health/drug and alcohol services and issues, including legal and ethical concerns

**Appropriate SRU Graduate Majors:**

- Community Counseling Programs – Addictions, Adult, Child/Adolescent
- School Counseling
- Student Affairs

**Supervisor’s Expectations:**

- Work 17.5 hours a week
- Counseling Center is open Monday-Friday from 8 a.m. until 4:30 p.m. and the graduate assistant must work the 17.5 hours during this time frame
- Perform assigned duties in a timely and effective manner
- Willingness to ask for help when needed
- Maintain professional relationship with supervisor, faculty, staff, students, and the general university community

**Contact Information**

Christopher Cubero, Ph. D  
Alcohol and Other Drug Program Director  
Student Counseling Center  
1st Floor Rhoads Hall  
Slippery Rock University  
Slippery Rock, PA 16057  
(724) 738-4267  
christopher.cubero@sru.edu