ACES Graduate Assistant Job Description

The ACES Office (Alcohol Campus Education and Services) has one graduate assistant position available. The duties and responsibilities of this position include:

* Facilitate alcohol and marijuana educational groups for students in violation of university policies
* Coordinate events and presentations with student groups including housing, Greek Life, and academic classes
* Collaborate with other campus offices to present relevant safety information to students
* Assist with program development and research
* Represent the ACES Office at campus functions and events
* Oversee day-today operations of the ACES Office (including scheduling, supervision of student workers, answering questions about services, maintaining web presence)
* Participate in the University Counseling Center events and outreach programs
* Other duties as assigned by supervisor

The ACES office is under the auspices of the University Counseling Center, and the graduate assistant will have professional development opportunities offered by the Center such as crisis intervention training and attendance at the annual multicultural conference.

Qualifications:

* Interest in education and training in alcohol and other drug issues.
* Ability to present and interact with small and large audiences.
* **Flexibility in scheduling of work hours (will include evenings and weekends for programming and events).**
* Ability to work with students who may be struggling with substance abuse issues or in recovery.
* Must be able to respect privacy and maintain confidentiality.
* Must possess strong communication, administrative, and organizational skills, as well as demonstrate initiative and be able to work with minimal supervision.