Position Description

Working Title: Graduate Assistant, Vanderbilt Recovery Support (VRS)  
Home Department: Center for Student Wellbeing > Dean of Students

Position Summary:
The Graduate Assistant is part of the Center for Student Wellbeing in the Dean of Students division at Vanderbilt University. The Graduate Assistant (VRS) will be responsible for assisting in the coordination of Vanderbilt’s Collegiate Recovery Community, Vanderbilt Recovery Support including facilitating biweekly VRS meetings. The Graduate Assistant (VRS), will also provide individual coaching, present educational programs to the campus community, plan and coordinate campus-wide events, and assist with CSW initiatives and programs. In addition, the Graduate Assistant (VRS) will conduct brief screenings for students found responsible for an Alcohol or Controlled Substances Policy violation from the Office of Student Accountability, Community Standards, and Academic Integrity.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The Center for Student Wellbeing at Vanderbilt University works to create a culture that supports the personal development and academic success of students using an integrative, holistic framework. Through inclusive and collaborative programming, support services, and campus initiatives, the Center cultivates engagement in lifelong wellbeing practices that enhance students’ ability to thrive within the Vanderbilt community and beyond.

About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff are committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.
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Key Functions and Expected Performance:

Development/Outreach
- Write weekly VRS Listserv email
- Poster design and posting on campus
- Create quarterly VRS Newsletter
- Assist with campus-wide Recovery Week, AOD Awareness Week, Safe Spring Break Week, and/or newly developed campus-wide events
- Table at informational fairs & events to promote the Center for Student Wellbeing and Vanderbilt Recovery Support
- Attend Southeastern Collegiate Recovery Community (CRC) Summit as VRS student representative
- Establish relationships with local treatment providers
- Purchase supplies for events and VRS Lounge
- Assist with food orders for events
- Assist in acceptance process
- Attend monthly VRS Advisory Committee meeting
- Submit tracking form monthly to director
- Provide AUDIT/CUDIT screenings
- Provide BASICS screenings

Student Support
- Facilitate bi-weekly VRS meetings
  - Schedule meeting chairs/speakers
  - Track attendance numbers
- Provide individual coaching to students on topics such as: emotional wellbeing, personal health, stress management, and academic skills.
- Meet with students seeking recovery and local resources, as needed
- Coordinate monthly social events
  - Sober tailgating, sports and recreation events, retreats, etc.
- Coordinate service events
  - Local soup kitchens, Habitat for Humanity, etc.
- Speak with prospective students interested in VRS
- Facilitate monthly seminars for VRS student members
  - Topics vary each month: transitioning, time management, stress reduction, resume writing, etc.

Administrative
- Collect VRS Data Collection Forms
- Compile information from Data Collection Forms

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• Miscellaneous administrative support
• Compose monthly VRS committee meeting minutes
• Update Maxient files
• Manage social media platforms
• Take photos/documented events

Other duties:
• As assigned by the director to support the mission of the Center for Student Wellbeing
• Participate in division wide events as needed (Move-In Day, Rites of Spring, Diverse ‘Dores Day, MLK Day, etc.) to support colleagues and ensure these events run smoothly.
• Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

Supervisory Relationships:
This position reports administratively and functionally to the Assistant Director of the Center for Student Wellbeing.

Education and Certifications:
• Full-time enrollment in graduate degree program at Vanderbilt University is required
• Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred

Experience and Skills:
- Ability to work independently is necessary
- High level of attention to detail is necessary
- Excellent written and verbal communication skills are strongly preferred
- Demonstrated knowledge of higher education law and the legal and ethical issues involved in student disciplinary matters including FERPA, HIPAA, Clery, Title IX, and other relevant laws and regulations, and adherence to the highest standards of confidentiality is necessary
- Ability to work effectively with students from diverse backgrounds attending highly selective institutions with a broad range of campus groups, departments, and organizations is necessary
- Proven ability to handle multiple priorities while maintaining a high level of professionalism and attention to detail is necessary
- Strong computer skills in the use of word processing, spreadsheet, email, internet applications, and student databases; experience with Maxient Conduct Manager or an equivalent student conduct system is strongly preferred
- Experience with the following are strongly preferred:
  o experience in motivational interviewing techniques
  o experience with AOD outreach programming in a collegiate environment

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- skills in assessing AOD usage including screenings and/or BASIC interventions
- experience with Collegiate Recovery Programs
- knowledge and experience in assessing and implementing AOD prevention best practices in the community
- experience in designing and delivering workshops and programs about AOD education and other health and wellness topics
- experience providing consultation and training with staff, faculty, others about the impact of AOD on student success and persistence
- skills and ability to train or coach student leaders, volunteers and/or peer mentors

Compensation

**GA:** The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.