

**TITLE:** Campus Recovery Support Coordinator

**APPOINTMENT STATUS:** Graduate assistantship for Fall 2023, 9 month, 20 hours/week (.50 FTE)

**PAY AND BENEFITS:** Consistent with Step 26 for a master's student and step 32 for a doctoral student.

**SUPERVISOR:** Patricia Maarhuis, PhD

**DESCRIPTION:** Under Health Promotion Specialist supervision, the Campus Recovery Support Coordinator will assist in the day-to-day administration, program implementation, and student-staff peer recovery coach (RC) team for the Cougs for Recovery (CfR) Service within the Dean of Students Office. These duties also include conducting basic evaluation tasks, Excel dashboard management, program report writing, acting as the primary point of contact and coordinator for activities between multiple Pullman campus departments. The Campus Support Recovery Coordinator will work under the supervision of the Sr. Health Promotion Specialist. The ideal candidate has knowledge of public health or a related field, the ability to synthesize diverse perspectives into innovative solutions, passion for the wellbeing of students in recovery from problematic substance use and substance use disorder, foundational evaluation skills, strong interpersonal communication skills, and a commitment to equity in practice.

#### **JOB DUTIES**

- 1) Assist in the day-to-day administration, program implementation, and student-staff peer recovery coach team for the Cougs for Recovery Service within the Dean of Students Office.
  - a. Implementation of the Pullman campus action plan for designated CfR projects, timelines, schedules, student recruitment and outreach, as well as development of policies/procedures/protocols as needed.
  - b. Assist in coordination, Excel attendance tracking, staffing of weekly/semester CfR (in person and/or virtual) activities and events.
  - c. Assist with RC team in-house training on WSU policies, protocols, data tracking, data collection, and social media apps.
  - d. Coordinate weekly CfR RC team meetings including scheduling, agenda, minutes, and technology
  - e. Coordinates and maintains records of RC team education/trainings with on WSU campus and with outside vendors.
  - f. Maintain record of communication with and between the RC team, the Health Promotion Supervisor, and campus/community stakeholders and partners.
  - g. Maintain student, parent, faculty, and staff contact listing for recovery support marketing, mailings, and recruitment purposes.
  - h. Maintain equipment & supplies in the RC office.
- 2) Conduct basic evaluation tasks, Excel dashboard management, program report writing.
  - a. Conduct CfR specified evaluation projects and tasks, data analysis, and report writing in collaboration with the Health Promotion Supervisor and in compliance with Pullman campus action plan requirements, and any other information deemed relevant by the contract management team.
  - b. Oversee CfR Qualtrics surveys including survey creation and editing, data analysis, as well as providing data reports upon request.
  - c. Oversee CfR participation records on the Excel dashboard, including providing RC team training & regular feedback on data input, as well as providing quick data updates upon request.

- d. Completes a written CfR supports and services analytics report in coordination with the Health Promotion Supervisor each semester, including presentation of the report data to the RC and WSU departments.
  - e. Completes a written CfR social media analytics report in coordination with the RC team and the Health Promotion Supervisor each semester, including presentation of the report data.
  - f. Assisting in draft written WSU campus reports for inclusion in larger WSU-HCA SWCRSI contract reports as needed.
  - g. Dissemination of reports, research/evaluation reports, community resources, and other relevant materials to campus stakeholders, students, parents, WSU departments, etc. as needed.
- 3) Implement Cougs for Recovery Scholarship program
- a. Coordinate Cougs for Recovery Scholarship the scholarship award process, timeline, schedule, and application committee duties with the Financial Services Office and the Health Promotion Supervisor including the application review and rubric scoring, and cross-departmental communication (Financial Aid Dept, RC team, Health Promotion, etc.)
  - b. Coordinate recruitment of scholarship applicants including social media outreach and communication with RC team.
  - c. Oversee the Qualtrics student application process.
  - d. Monitor and maintain documentation of Cougs for Recovery scholarship individual awardee's follow through on designated program criteria.
  - e. Maintain all records and documentation on Cougs for Recovery Scholarship program including committee activities, editing of scholarship documents, application and review process, cross departmental communication and any other information deemed relevant by the contract management team.
- 4) Assist in development and maintenance of CfR email, use of technology, and social media content
- a. Co-coordinate use of technology and communication for CfR email, CfR social media sites, WSU Presence sites, Qualtrics surveys, CfR in-person and Zoom meetings, and phone calls in conjunction the Health Promotion Supervisor and other RC team members.
  - b. Coordinate with RCs, MarComm, and the Health Promotion Supervisor on review of social media content and regular postings in accordance with WSU policies and branding.
  - c. Oversees daily maintenance CfR Outlook email and schedules with RCs and the Health Promotion Supervisor in accordance with WSU and CfR protocols/procedures.
  - d. Communicates and collaborates with RCs, MarComm, and the Health Promotion Supervisor about campus specific events and activities to ensure consistent community engagement and social media messaging.
  - e. Oversees maintenances of up to date CfR records regarding social media and email administration, username/passwords, as well as staff and student staff access.
- 5) Budget
- a. Maintain CfR action plan project budget records in coordination with SWCRI PI.
  - b. Collaborate and communicate with Health Promotion Supervisor regarding grant budget items, purchase orders, and purchase procedures (e.g. Cougs for Recovery Scholarships, Cougs for Recovery sober activities/events, recruitment activities, etc.) in coordination with Dean of Students Office & WSU protocols.

## **MINIMUM QUALIFICATIONS**

- 1) Enrollment in a WSU graduate degree program (PhD or Masters).
- 2) Knowledge of and demonstrated skills in evaluation methods, data analysis, report writing and dissemination.
- 3) Strong experience and demonstrated skills in using Qualtrics and Excel for data collection, analysis, and report writing.

- 4) Knowledge of and/or experience in working with “high risk” concerns regarding young adult populations and/or college student populations (e.g., substance use, recovery support, mental health, violence prevention, etc.).
- 5) Excellent written, oral, interpersonal, facilitation and intercultural communication skills.
- 6) Experience working with technology and various social media platform administration (Face Book, Instagram, Presence, ISSU, etc).
- 7) Excellent organizational and time management skills.
- 8) Ability to work with a flexible schedule.
- 9) Ability to work with others in a team environment.

#### **PREFERRED QUALIFICATION**

- 1) Demonstrated ability to develop creative solutions to complex problems.
- 2) Experience with and demonstrated skills in assessment, research, or evaluation.
- 3) Demonstrated ability to develop effective working relationships with people from diverse communities and people with diverse perspectives.
- 4) Knowledge of public health practices, harm reduction in SUD recovery, and program development.
- 5) Demonstrated ability to lead collaborative initiatives.

**TO APPLY:** Send resume & cover letter to Patricia Maarhuis, PhD, [maarhuis@wsu.edu](mailto:maarhuis@wsu.edu) . Position is open until filled.