

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
Part-Time**

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Recovery Program Assistant	5	1 of 1
<u>ORGANIZATIONAL UNIT</u>	<u>REPORTS TO</u>	<u>APPROVED BY</u>
Health Services	Director of Wellness	

SUMMARY

This position is responsible for planning, delivering, and assessing programs and services for students in recovery and those affected by substance use. The Recovery Program Assistant will oversee the Recovery Space and student workers. Some autonomy and independent judgment may be required. Work is performed under the supervision of the Special Populations Prevention Coordinator.

NATURE AND SCOPE

- Coordinates recovery programming through the development and promotion of a broad range of programs and events on campus.
- Provides support to the recovery meetings and explores the development of additional support groups.
- Develops and implements a plan to raise awareness of the Collegiate Recovery Program and address the stigma of substance use and other forms of recovery through outreach and educational activities
- Provides leadership at New Student Orientation and other campus-wide events
- Partners with on and off-campus stakeholders to enhance programming opportunities and support for students.
- Works with other departments on campus to develop a system to help identify and provide students with information about recovery programs and ensure warm hand-offs for students in recovery.
- Coordinates marketing/promotion of the Collegiate Recovery Program and the Recovery Space on campus and in the community
- Holds office hours in the Recovery Space to provide peer support
- Supports AOD programming in the Residence Halls
- Works as a team member of Health Services and Student Life.
- Responsible for serving on college committees and other duties as assigned

MINIMUM QUALIFICATIONS

Experience working with individuals in recovery or college students; experience with alcohol and other drug education initiatives. Demonstrated ability to work effectively with diverse student, faculty, staff, or community populations.

PREFERRED QUALIFICATIONS

Higher education recovery experience