

Allen University

A.U.R.I.S.E. Program Coordinator

Job Description

Location: On-Campus

Application Due: August 1, 2021

Type: Full-Time

Effective Date: Fall 2021

Allen University is excited to announce the launch of A.U. R.I.S.E. (Allen University Re-Inventing Student Excellence). A.U. R.I.S.E. follows the national model for Collegiate Recovery by providing a supportive environment within the campus culture that reinforces the decision to engage in a lifestyle free from substance use.

As such, A.U. R.I.S.E seeks an energetic Program Coordinator. This individual will primarily serve as the first point of contact for the project to students, faculty, staff, and community partners. This position works directly under the supervision of the Principal and Co-Principal Investigators and assist with carrying out important operational duties and planning/organizing program activities. Job duties include the following:

- Planning and coordination of the program and its activities
- Maintain an active data base of program participants
- Assist with preparing required monthly and quarterly reports to SC DAODAS
- Assist with maintaining project budget and tracking expenditures/transactions
- Schedule and organize meetings/events
- Establish a Social Marketing Campaign with input from A.U.R.I.S.E Advisory Council
- Coordinate activities for National Recovery Month
- Design and distribute student education materials which focuses on prevention and education of the harmful effects of Alcohol and Drug Use
- Work with other contract providers with the scheduling and coordinating of recovery support groups for students
- Help build positive relations within the team and external parties
- Manage the A.U. R.I.S.E Student Center
- Complete Peer Support Certification within six months of hire
- Complete other duties as assigned by the Principal or Co-Principal of the Project

Preferred Qualifications

Bachelor's Degree in Human Services or related field required; Masters' degree preferred. Background with long term recovery (one year or more). This individual must be organized, detail-oriented, and comfortable working with diverse group of students, faculty, staff, and community partners. Additionally, must be technically savvy and proficient in MS Office. This individual should have excellent time-management skills and can work independently.

Physical Demands: Ability to sit or stand for extended periods of time, use hands to operate computer keyboard, telephone, and other basic office equipment, and ability to work with diverse populations. While performing the duties of this job, employee is regularly required to talk and hear, and use a phone.

Work Schedule: This is a full-time position working Monday through Friday, 8:30 a.m. to 5:00 pm, with occasional evening and weekend hours as deemed necessary.

Application Procedure

A complete application package is required for any position for which you apply. The application should include the following items:

- Cover Letter – a letter of application addressing your interest and ability to enhance Allen University's advancement capacity in a highly diverse environment
- A Curriculum Vitae or Resume detailing education, experience, and professional activities
- A completed [Allen University Employment Application](#) which can be downloaded from link or obtained from 1530 Harden Street
- Three (3) letters of professional references including email addresses and telephone numbers

Employment with Allen University is contingent upon a background check and proper documentation of identity and employability. All new employees are required to provide official transcripts within 30 days of employment.

To Apply: Email a cover letter, vitae, unofficial transcripts and names, phone numbers and email of three professional references to:

Dr. Willie J. Thompson Jr.
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