Title: Collegiate Recovery Coordinator

This graduate assistant position has been created to assist Student Wellness and the Counseling and Psychological Services (CAPS) in developing a collegiate recovery program and will be renewable on a semester basis. The position will involve working closely with the student organization, Helping Young People Experiencing Recovery (HYPER) and its advisor, Dr. Robyn Donaldson, in marketing, event production and campus education outreaches. The position requires an individual with excellent interpersonal skills, social maturity, and public speaking skills. Additionally, the ideal candidate will have the skills to rally students to join in exciting extracurricular, substance-free activities. The candidate should also demonstrate the ability to self-initiate and work independently, as well as within a team to create exciting student programs.

Minimal Qualifications

- Must be fully admitted to any Master’s or PhD program at UNLV
  - Must be enrolled in 6 or more units during the school year
- Maintain good academic standing (i.e., 3.0 GPA or higher)
- Be able to build rapport with students, CAPS and Student Wellness staff, and representatives from campus departments and organizations in the community
- Have strong communication and presentation skills

Position Responsibilities

- Maintain 10 hours during normal business hours Monday – Friday
- Additional hours required as needed and when possible
- Primarily works at CAPS while acting as Recovery Coordinator
- Prepare reports and clerical support for supervisor as needed
- Work with HYPER members and advisor in planning recovery activities and events, attend weekly/biweekly meetings to coordinate recovery efforts
- Assist in marketing efforts for HYPER (e.g., tabling at events, selecting and ordering merchandise)
- Participate in meetings with substance abuse organizations in the community
- A student employee is expected to abide by all university rules, regulations, policies and the terms of employment.

Compensation

- Standard Graduate College stipend for Master’s and Doctoral level candidates
- Student Health Insurance subsidy of $1,000