

**Student Housing Graduate Assistant**  
University Health Services  
Health Promotion Office – Manoa Alcohol Project

(Student Employment Office Job #28024)

**START DATE: ASAP**

**PAY RATE: \$19.60/hr, 19 hrs/week**

**TO APPLY: Send cover letter and resume to Nancy Stockert, Ph.D., [stockert@hawaii.edu](mailto:stockert@hawaii.edu)**

This position is funded by the Manoa Alcohol Project, under a grant to reduce underage and problem drinking among freshmen residents at University of Hawai'i at Mānoa. The Student Housing Graduate Assistant is stationed primarily at the residence halls.

Duties:

1. Become familiar with residence hall policies and situations encountered by resident advisors and hall directors as they respond to violations of alcohol policies. Periodically observe residence halls on weekend nights. Meet with the Interim Director of Housing and the Housing Judicial Affairs Officer to discuss the general approach to violations and specific sanctions/situations. Meet with the Manoa Alcohol Project (MAP) Coordinator and Alcohol/Other Drug Education Program (ADEP) Counselor to discuss goals of the Manoa Alcohol Project and the Screening/Brief Intervention Project.
2. After adequate training, assist with the residence hall and judicial affair processes in regard to freshmen alcohol violations to insure rapid decisions following alleged violations: schedule meetings, provide notification to students accused of alcohol violations, assure that these students understand their options.
3. Contact freshmen residents referred for brief intervention but not making appointments, to assure that students are seen as soon as possible. Provide follow-up as needed for other assignments.
4. Review incidents and decisions of residence hall personnel regarding alcohol policies violations, to determine whether reports and sanctions are consistent across all residence halls, particularly freshmen halls.
5. Research approaches to alcohol policy violations at other institutions and assess U.H. Manoa process in regard to graduated and reasonable sanctions. Working with the MAP Coordinator, ADEP Counselor, Judicial Affairs Officer, Housing staff, and Security, assist in developing recommendations as appropriate.
6. As time permits, review community service and other projects assigned to alcohol violators in residence halls, and work with staff to develop recommendations for change as appropriate.
7. Prepare reports on all activities, including follow-up contacts and documentation of the degree of consistency of reporting and sanctions across residence halls.

Minimum Qualifications:

Graduate student in counseling, social work, psychology, educational administration, or other related field. Completed coursework must include human/student development and research methodology.

Experience working with a range of people in a multi-disciplinary setting.

Experience in counseling and/or brief intervention.

Ability to learn and carry out policies and procedures

Demonstrated ability to exercise mature, independent judgment especially in emotional situations with the potential for conflict.

Ability to comply with confidentiality policies of Student Housing, Judicial Affairs, and University Health Services.

Ability to independently prepare qualitative and quantitative reports of work accomplished and findings from literature reviews, observations, and review of reports on individual actions.

Excellent oral and written communication skills.

Availability during some evening and weekend hours may be required.

Highly desirable: Leadership experience in college residence halls; experience on a student conduct board or similar body.

Supervision: The position is under the day-to-day supervision of the Interim Director/Associate Director of Student Housing, with oversight by the Project Director of the MAP grant.

---

**Graduate Assistant  
Alcohol/Other Drugs Intervention  
University Health Services  
Health Promotion Office**

Student Employment Job # 28272

**Start date:** August, 2006

**Pay Rate:** \$19.60/hr

**To Apply:** Send cover letter and resume to: Nancy Stockert, Ph.D., [stockert@hawaii.edu](mailto:stockert@hawaii.edu)

Duties/Responsibilities:

1. Assist in developing database for gathering client information; record assessments and other information in database; develop feedback reports for use in counseling. Provide preliminary data compilation and analysis for discussion and reporting.
2. Maintain files of research participants and assist in follow-up collection and reporting of data.
2. Collaborate with other staff to develop and provide training/information/follow-up for campus services and student groups on identification and referral for the project.

3. Assist in development of, and conduct focus groups with students. Analyze focus group content and develop recommendations for intervention services.
4. Develop and disseminate information throughout the campus community: working with graphic artist, create fliers, posters, advertisements, and website information describing screening/intervention project/providing information on substance use and brief intervention services.
5. Conduct follow-up with students identified by Health Service as high-risk for alcohol/other drug abuse, to encourage use of intervention services.
6. Provide brief intervention services for voluntary and non-voluntary students, with referrals to on or off-campus treatment/counseling as appropriate. Follow established protocols, using motivational interviewing techniques.
7. Assist in development and conduct of Alcohol Screening Day activities.
6. Attend and contribute to regular meetings of alcohol project staff, and collaborate with primary prevention staff under the Manoa Alcohol Project.
7. Perform other duties as needed, to carry out the goals of this project.

Minimum Qualifications:

Masters or doctoral student in public health, counseling, clinical psychology, social work or related field. Knowledge of and experience in database development. Knowledge base and skill in quantitative and qualitative data analysis. Experience in group presentations. Experience providing brief intervention or other short-term counseling. Excellent oral and written communication skills. Ability to collaborate productively with people from a wide range of educational, professional, cultural, and socioeconomic backgrounds; ability to adhere to Health Services' medical records and confidentiality/privacy policies. Desired: Knowledge of substance abuse issues; knowledge of motivational interviewing techniques; experience working with college students; experience developing promotional materials.

Supervision:

This position is generally supervised by the Brief Intervention Project Counselor. For some duties the person also will collaborate closely with the evaluator and the project director.

---

**Peer Education Graduate Assistant**

University Health Services  
Health Promotion Office

(Student Employment Job # 8484-A-6 or A-7)

**START DATE:** As soon as possible; by August 7 at latest

**PAY RATE:** \$16.10 or \$19.60/hr 15-19 hrs/week

**TO APPLY:** Send cover letter and resume to Nancy Stockert, Ph.D., [stockert@hawaii.edu](mailto:stockert@hawaii.edu)

Qualifications (A-6): Graduate student in public health, education, psychology, social work, counseling, or related field. Mature, stable, responsible. Capable of abiding by professional ethics, specifically with regard to patient confidentiality and privacy. Knowledge of preventive health. Experience and skill in public speaking/teaching. Able to work independently under general direction and with appropriate training. Ability to supervise lower level student assistants on specific projects. Organizational skills and ability to work with peers and staff on common projects/goals such as health fairs and outreach presentations. Knowledge of SPSS statistical program, spreadsheets, and word processing, and ability to prepare evaluative reports. High level of ability to communicate orally and in writing, with staff, students, and other University personnel. Highly desirable: experience providing preventive health educational programs.

Duties: Duties may include any or all of the following: 1. Train and scheduling volunteers/peer educators in service-learning program providing outreach presentations and health fairs. 2. Develop materials and present on health topics to small groups or classes, and maintain records of type of presentation, number of students, and session evaluations. Present quarterly statistics and evaluation of these programs. 3. Maintain schedule of upcoming presentations and communicate with instructors or others asking for outreach sessions. 4. Staff the health education resource center, assisting students in gathering health education information and materials for class or personal use. 5. Plan and conduct 1-2 health fairs per year. 6. Assist with development and teaching of a service learning course in college health. 7. Assist with other health education functions, such as attending other groups' health fairs, presenting at New Student Orientation, maintaining pamphlet files and displays, developing posters and advertisements, assisting in surveys and other data collection.

Supervision: This position will be supervised by the Peer Education. In the absence of the Coordinator, the position will be supervised by the head of the Health Promotion Section.

Pay Rate: Depending upon qualifications, the pay for this position is at the A-6 or A-7 level; \$16.10 or \$19.60 per hour. Approximately 15 hours per week; may increase to 19 hrs/wk during October-January.