**Position:** Graduate Assistant  
**Department:** Student Success Programs/Alcohol and Other Drug Abuse Prevention Programs ([www.ndsu.edu/alcoholinfo](http://www.ndsu.edu/alcoholinfo))  
**Location:** Housed in ACE, Lower Level, West Dining Center  
**Dates:** 9-month position approximately Aug. 17, 2016 – May 15th, 2017  
**Hours:** 20 hours per week (hours to be determined in conjunction with supervisor)  
**Stipend:** $9,000 plus tuition waiver

This position is designed to support the work of the Alcohol and Other Drug Abuse (AOD) Prevention Program at NDSU as guided by the President’s Council on Alcohol and Other Drugs (PCAOD). In particular, the position will focus on carrying out AOD-related prevention initiatives, including research projects, presentations, and program activities.

**Specific duties may include:**
- Deliver AOD-related presentations to a variety of groups, including faculty, staff, and students
- Actively seek out and administer AOD Prevention training opportunities to various on- and off-campus groups and/or organizations.
- Assist with AOD prevention program development and assessment
- Assist AOD Prevention Coordinator with the collection, analysis and reporting of data for research and assessment projects
- Conduct literature reviews, as requested, related to research and assessment projects
- Assist AOD Prevention Coordinator with PCAOD communications and administrative duties.
- Serve as an active member of the PCAOD and related subcommittees.
- Assist with supervision and program training needs for undergraduate student staff in the AOD prevention program

**Minimum qualifications:**
- Enrolled graduate student at NDSU and a 3.0 grade point average for duration of appointment.
- Bachelor’s degree
- Proficient in Microsoft Office applications
- Evidence of excellent written, oral, and interpersonal communication skills
- Good organization skills

**Preferred qualifications:**
- Interest in alcohol- or other drug-related programming
- Basic knowledge of quantitative research methodologies and survey design
- Experience with SPSS statistical software and descriptive data analysis techniques

**Application Materials:**
Interested candidates should submit a cover letter, resume, and contact information for three professional references to:
  Nicklaus Redenius  
  Alcohol and Other Drug Abuse Prevention Programs Coordinator  
  NDSU Student Success Programs  
  Lower Level, West Dining Center  
  nicklaus.redenius@ndsu.edu  
  701.231.5131

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