

**ASSISTANT DIRECTOR FOR
ILLINOIS HIGHER EDUCATION CENTER
Eastern Illinois University Health & Counseling Services
Division of Student Affairs**

The Assistant Director for the Illinois Higher Education Center for Alcohol, Other Drug, and Violence Prevention will manage and coordinate grant objectives including statewide administration of CORE Alcohol Survey; plan, promote & implement continuing education opportunities (trainings, workshops, webinars, etc.); plan & coordinate quarterly affiliates meetings, prepare & deliver continuing education opportunities, evaluate/assess activities, oversee grant spending/budgets, develop/submit reports as required, and provide technical assistance to affiliate members.

Required job qualifications include: Bachelor's degree in health education, psychology, sociology, or communications; preferred master's degree in health education, psychology, sociology, communications, or college student affairs. Preferred experience in substance abuse prevention, preferably in a higher education setting; preferred certification as a Certified Health Education Specialist, Certified Alcohol and other Drug Preventionist/Counselor, or similar certification. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

Applicants must submit a cover letter, resume/vita, official/unofficial copies of academic transcripts, and the names and contact information for three professional references to <http://apply.interfolio.com/77802/>.

For questions regarding the search, please contact Emma Noble, Search Committee Chair, eawelton@iu.edu. Review of applications will begin immediately and continue until position is filled.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer
minority/female/disability/veteran - committed to achieving a diverse community.*