

**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 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, provide technical assistance to affiliate members, and administer statewide collegiate substance use survey. This is a grant funded, temporary position which will end on June 30, 2023, with a possibility of continuation contingent on meeting grant objectives and available continued grant funding.

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/112155>

For questions regarding the search, please contact, Search Committee Chair, **Dr. Jill Bowers**, jbowers2@eiu.edu. Review of applications will begin immediately and continue until position is filled.

Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships, and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois – a comfortable and safe east central town within a two-to three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis.

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