

**Administrative Program Specialist 1/Office Aide 1 for Counseling and Wellness Services (Addiction Recovery)**

Under the direction of Counseling and Wellness Services, the Administrative Program Specialist 1/Office Aide for Counseling and Wellness Services (Addiction Recovery) will help support the implementation of Eagles for Recovery Program. In this position, you will be responsible for helping to identify students interested in recovery support, helping to promote events and programs supportive of recovery, outreach, naloxone training, and staffing the Eagles for Recovery Lounge.

The Administrative Program Specialists 1/Office Aide 1, for Counseling and Wellness Services (Addiction Recovery) will work under direct supervision and assist with daily office activities. Duties may include, but are not limited to:

- Answering telephones
- Providing general reception services, including greeting guests
- Providing information and responding to questions in-person and via electronic formats
- Making photocopies
- Scanning, filing and sorting documents
- Data entry
- Processing paperwork and/or card requests
- Supporting mail pickup and delivery
- Assisting with general errands
- Assisting with outreach and events, assisting in communications regarding office events
- Scheduling appointments/meetings
- Provide tours of offices or buildings
- Performing other related duties as assigned or required.

This position will report to Counseling and Wellness Services and Sam Auble, Prevention and Recovery Center Coordinator.

This position may work up to 19 hours per week during academic year. Working hours are typically between 8 am to 5 pm Monday through Friday based on availability.

**Required Qualifications:**

Applicants must have a demonstrated professional demeanor and the ability to effectively communicate with a diverse population via phone, in-person, or electronic communications.

Applicants must have experience with Microsoft Office Suite.

Applicants must have good computer skills with the ability to type or keyboard, perform data entry, and prepare documents.

Applicants must be able to file documents both physically and electronically.

Successful applicants must complete training on FERPA rules upon hire.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must be detail oriented and able to enter data and prepare documents with accuracy.



Human Resources  
*The Office of Student Employment*  
**Job Descriptions**

Applicants must work both independently and in a collaborative group setting.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications:**

An individual with a background, understanding and/or interest in addiction recovery.

**Student employees are subject to EWU's employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**