Evaluate Position Description: UNIT ADMINISTRATOR

Position Justification

Reason for Position Update
Update Employee Position Description, Replacement of Employee

Justification of Need
To fill vacancy and update position description due to the transfer of current Unit Manager.

Classification

Classification Information

OneUSG Connect Job Title
Counseling Professional AD

OneUSG Connect Job Code
411X00

Pay Grade

FLSA
Exempt

SOC

Annual Minimum

Annual Midpoint

Annual Maximum

Is this a Position of Trust?

Classification Description

Minimum Qualifications
Requires at least a baccalaureate degree in the field. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Internal HR Comments

Market Survey Section

UGA Market Code

Primary External Market Survey

Primary External Market Code

Secondary External Market Survey

Secondary External Market Code

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## Position Details

### Seated Employee Information

- **Employee First Name**
- **Employee Last Name**
- **UGA PeopleSoft Employee ID**
- **UGA Badge Number**
- **Work Email**

### Position Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Number</td>
<td>S06658A</td>
</tr>
<tr>
<td>Working Title</td>
<td>UNIT ADMINISTRATOR</td>
</tr>
<tr>
<td>OneUSG Connect Job Title</td>
<td>Counseling Professional AD</td>
</tr>
<tr>
<td>OneUSG Connect Job Code</td>
<td>411X00</td>
</tr>
<tr>
<td>Pay Group</td>
<td>18A - Salaried</td>
</tr>
<tr>
<td>Major Unit</td>
<td>VP FOR STUDENT AFFAIRS</td>
</tr>
<tr>
<td>Division</td>
<td>AUXILIARY SERVICES - GROUP B</td>
</tr>
<tr>
<td>HR Department</td>
<td>UHC Collegiate Resource Center</td>
</tr>
<tr>
<td>Campus Address</td>
<td>CRC Memorial Hall</td>
</tr>
<tr>
<td>Campus City</td>
<td>Athens</td>
</tr>
<tr>
<td>Campus State</td>
<td>GA</td>
</tr>
<tr>
<td>Campus Zip Code</td>
<td>30602</td>
</tr>
<tr>
<td>Campus Business Phone</td>
<td>706-542-0285</td>
</tr>
<tr>
<td>Is this position going to require an evaluation of the new USG Salary Administration Plan?</td>
<td>No</td>
</tr>
<tr>
<td>Is this a supervisory position?</td>
<td>No</td>
</tr>
<tr>
<td>If yes, then how many Full Time Benefit Eligible Staff are supervised?</td>
<td>0</td>
</tr>
</tbody>
</table>

### Names/Titles of Employees Supervised
- Graduate Assistant
- Graduate Interns
- student employees

### FTE
- 1.00

### Standard Hours
- 40.00

### Standard Work Period
- Weekly

### Full Time/Part Time
- Full Time
Effective Date

04/01/2019

Minimum Qualifications

Requires at least a baccalaureate degree in the field. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Position Summary

The CRC Program Manager is part of a dynamic Health Promotion team that is making a difference, including a positive health behavior culture shift and changing students' lives.

The CRC Program Manager will support student well being through the strategic oversight of all operations of the Collegiate Recovery Community including managing the CRC, student programs, case management, evaluation and assessment, and staff supervision. Our programs are designed to engage and empower students in recovery as well as recovery allies. Additionally, the person in this position will participate in campus outreach, consultation and represent the CRC program and HP department at campus, community and national meetings. Some evening and weekend work required.

Licensed Professional Counselor, Licensed Clinical Social Worker, CAC II and/or license eligible in Georgia. Experience working on a college/university campus or mental health setting providing alcohol and other drug counseling and/or prevention and early intervention services to emerging adults.

Knowledge, Skills, Abilities and/or Competencies

Dramatized knowledge and understanding of addiction and recovery.
Dramatized ability to present effectively. Excellent organizational, verbal and written communication skills. Experience and empathy for students, families and members of the recovery community.
Knowledge and understanding of substance misuse prevention and substance use disorders, recovery and relapse prevention theory and practice.
Dramatized knowledge of college student development and emerging needs.
Knowledge and understanding of trauma informed care practices. Excellent organization, verbal and written communication skills.

Physical Demands

Ability to effectively communicate and interact with a variety of students and staff via email, telephone, and in person.
Ability to transport light weight equipment (computer and program materials) across campus and to offsite presentations.

Impact and Influence

This position will interact and work closely with the Health Promotion Department staff and will collaborate with UGA and community partners. Additionally, this person will work directly with students in recovery and recovery allies. This position will have a high degree of autonomy, with the Director of Health Promotion as their direct supervisor. Because this position will directly support students in recovery, decisions made in this position will have a strong impact on the organization as a whole.

Job Indicator

Primary

Does this position have operation, access, or control of financial resources?

No

Does this position require a P-Card?

No

Is having a P-Card an essential function of this position?

No

Is driving a responsibility of this position?

No

Does this position have direct interaction or care of children under the age of 18 or direct patient care?

Yes

Does this position have Security

Yes
Access (e.g., public safety, IT security, personnel records, or patient records)?

**Duties/Responsibilities**

Duties/Responsibilities
Please approximate the percentage of time spent on each task (out of 100%) during a typical work week. List these tasks in order of importance, with the most critical task coming first. Do not list more than 6 entries – do not go below 5% time per assigned duty.

Duties/Responsibilities
Student Recovery Support and Advocacy
- Plans and coordinates all programs for the Collegiate Recovery Community
- Provides direct support and assistance to students in recovery, including case management, brief counseling, and recovery support seminar
- Provides advocacy for students in recovery navigating support resources on campus and in the community
- Provides crisis intervention and management
- Organizes recovery support groups and other social networking activities

Percentage of time
60

Duties/Responsibilities
Supervision and Administration
- In collaboration with the Health Promotion team, develops and implements assessment plans, and generates reports based on program evaluations and outcome studies for the Director of Health Promotion
- Supervise graduate assistant, graduate interns and student employees
- Maintains student files including applications, recommendations and demographics.
- Participates in HP Leadership team meetings
- In partnership with the HP Director and leadership team, develops the strategic plan for the CRC, including the creation of policies and procedures, goals and objectives

Percentage of time
20

Duties/Responsibilities
Collaboration
- Works closely with Health Promotion team on department projects and programs
- Build and maintain effective relationships with key campus and community partners,
- Build and create relationships with local, county, state and national governmental agencies to understand services and other support for students in recovery
- Collaborates with other schools regionally that have CRC programs to facilitate additional opportunities for students and staff involvement and programming partnerships

Percentage of time
20

Major Changes
n/a

List Similar Position Details

List similar positions at UGA
n/a

List similar positions outside of UGA

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you believe to be similar, if applicable

Does this person meet the minimum qualifications of the position?

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**Budget Position Information**

**Budget Position Number**

PeopleAdmin Position Number 114635
PeopleSoft Position Number 11803201
PeopleSoft Supervisor Position Number 11803279

**Budget Summary**

Budget Account Name Collegiate Recovery Community
Budget Account Number
Percent 100

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**Position Supervisor**

**Supervisor Position Description**

Job Title DIRECTOR, HEALTH PROMOTION
Position Number 18971
Org Unit UHC Health Promotions (H1000750)
First Name ELIZABETH
Last Name PRINCE
Email lprince@uga.edu

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**Position Documents**

New Position Description Documents

Current Position Description Documents

1. Supporting Document 2 (PDF | 53.9 KB)
   approved RTF
2. Supporting Document 1 (PDF | 72.6 KB)
   Position Description
3. Current Organizational Chart (PDF | 247 KB)

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