

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Project Specialist

**DEPARTMENT:** Social Work

**APPOINTMENT TYPE:** 12 Month, Term, Pay Grade III

**PRIMARY FUNCTION:** Works with substance abuse agencies to develop and deliver education programs for domestic violence agency staff; works with domestic violence agencies to develop and deliver education programs for substance abuse agency staff; develops joint substance abuse/domestic violence education programs; works with the agencies to develop integrated services; co-authors and co-presents at national and international conferences; and co-authors professional publications, project manuals, and grant applications.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Works with substance abuse agencies to develop and deliver substance abuse education programs; sets agendas; meets with substance abuse agency and domestic violence program personnel to solicit additional topics to be covered; meets with program personnel from both areas to coordinate final development of program content; chairs these meetings; coordinates CEU's; and schedules and videotapes education sessions.
2. Works with domestic violence agencies to develop and deliver domestic violence education programs; sets agendas; meets with substance abuse agency and domestic violence program personnel to solicit additional topics to be covered; meets with program personnel from both areas to coordinate final development of program content; chairs these meetings; coordinate CEU's; and schedules and videotapes education sessions.
3. Develops and delivers joint substance abuse/domestic violence education programs; sets agendas; meets with substance abuse and domestic violence agency personnel together to solicit additional topics to be covered; meets with program personnel from both areas to coordinate final development of program content; chairs these meetings; coordinates CEU's; schedules and participates in joint education sessions; works with agencies to develop integrated services; schedules and chairs meetings with agency staff to discuss and develop integrative services; and provides technical assistance to agencies as needed.
4. Co-authors and co-presents papers on this project at both national and international conferences; co-authors manuscripts submitted for publication in professional journals; co-authors updated version of manual based on the project; and co-authors grant applications to renew the project.

**NECESSARY QUALIFICATIONS:** Bachelor's degree plus at least three years of experience working conjointly with substance abuse and domestic violence agency staff in developing and delivering domestic violence and substance abuse education programs, including joint education programs for staff from both agencies, as well as providing technical assistance to agencies for the purpose of developing integrated domestic violence/substance abuse services required. At least two years of experience working directly with substance abusing battered women; experience presenting at national and international conferences; and professional writing and grant writing experience are also required. Some evening work required. This is a part time position with approximately 25 hours per week. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Application materials received by November 17, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Project Specialist Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: [HRS-Applications@uni.edu](mailto:HRS-Applications@uni.edu) URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.