

Cougars in Recovery

FY2023 Base Request – Program Manager

Cougars in Recovery's (CIR) mission is to provide a continuum of support that bolsters success in recovery, academics, and professional pursuits that prepare students to confidently enter the workforce. Similarly, CIR's vision is to create an environment where recovering students can experience a reclamation of agency in the areas of education, self-efficacy, leadership, and professional. CIR fulfills these objectives through offering specialized support in the form of daily community check-ins, mentorship and leadership opportunities through the Source of Strength Leadership Program, professional development with Career Ready Coogs, community and leadership building through the Outdoor Adventure Learning Experience, individualized support, and serving as a liaison to on and off campus resources. The majority of our community members suffer from co-occurring mental health and substance use disorders. It takes skilled individuals who are compassionate, empathetic, and professional to support the type of student who seeks out the services the department provides.

Currently the program manager's salary and benefits are funded by one-time Student Fees dollars. In the event these dollars are no longer provided, it make it extremely difficult to fund the program manager's position. The department would have to fund raise each year to keep that position funded. Having the program manager's salary, benefits, and administration fees funded by the Student Fee Advisory Committee (SFAC) will allow funds to be reallocated towards providing programming that promotes student success and wellness in recovery. In addition, it will allow the program director to be relieved of some of the fundraising responsibilities. Focus will be shifted towards program modification and development, data collection and analysis, and recruiting students. Lastly, it will allow the department to grow its fund equity account for program sustainability.

Program Manager Responsibilities:

- Manage and oversee two CIR leadership programs including the Source of Strength and QUEST Leadership Programs. Such oversight involves the recruiting and training of student leader participants, facilitating over 10 workshops each semester, tracking attendance data, and ensuring all program participants are meeting their said commitments.
- Effectively and efficiently facilitate crisis interventions, following a solution-oriented approach, to CIR student members and the student body at large regarding their recovery, mental health, and academics on a scheduled, walk-in, and emergency basis.
- Assists the Program Director in preparing semi-annual reports, annual reports, assessment plans, five-year plans, student fee advisory committee (SFAC) questionnaires, operations and procedural documents.
- Collects, consolidates, and interprets diverse data points from CIR hosted events and programming. Such data include attendance, utilization, academic GPAs, etc. which is integral information included in the utilization, semi-annual, and annual reporting.
- Serves as the direct report for the recruiting, hiring, and supervision of College Work Study (CWS) students for the department.

- Generates timely monthly expenditure request forms to Department Business Administrator to ensure program is accurately reporting expenses and that the program stays within budget limits.
- Co-facilitate the campus wide Recovery Ally Training twice during the Fall and Spring semesters.
- Serves as the property custodian to ensure the Cougars in Recovery department's inventory is in good standing as set forth by the University of Houston.

DSAES Strategic Initiative

Student Success: Champion exceptional opportunities and services to support all UH students.

- SS 3: Foster the holistic well-being of all students through coordinated, intentional services and processes.
- SS 4: Enhance assessment of student success by defining measures at the departmental and divisional level with focus on the impact of our programs and services.

Resources: Evaluate, actively pursue, and leverage resources to enhance the UH experience.

- R2: Pursue and develop resources to address identified gaps and needs.
- R3: Leverage and adapt resources in innovative ways to increase effective utilization.

Partnerships: Forge and strengthen partnerships to expand our reach into the university and greater community.

- P1: Educate and empower campus partners to be our advocates.
- P2: Enhance students’ educational experience by expanding partnerships with academic affairs.
- P5: Promote alumni engagement and support for division initiatives in cooperation with Advancement.

Funding Request

<i>One-Time Request</i>	<i>Amount</i>
Salary	\$47,388
Benefits	\$16,585.80 (estimated 35%)
Professional Development	\$2,500
Subtotal	\$66,473.80
Admin Fee	\$3,988.43 (estimated 6%)
Total	\$70,462.23

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FY2023 Base Request – Engagement Programs Graduate Assistant

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The CIR program anticipates having a graduate student to contribute to helping the department fulfill its mission, vision, and goals. Having a graduate student will assist staff in the day-to-day operations and administrative tasks that include facilitating community check-ins, event planning, data collection and entry, social media management, creating marketing materials, attending outreach events, strengthening and establishing connections within the Health and Well-Being portfolio, the Division of Student Affairs and Enrollment Services, and other divisions and colleges across campus. With student success as CIR's top priority, this will allow staff to maximize availability to advocate for and support the complex mental health and substance use disorder recovery needs of its members, including enhancing current recovery support services and strategic resource development required for sustainability.

Responsibilities may include:

- Design and implement materials that promote individual and community health and wellbeing and positive culture change pertaining to substance use disorders and the recovery process
- Develop and coordinate the production and dissemination of information for the Cougars in Recovery program
- Develop ideas for written material to be presented in a variety of formats (e.g., fliers, reports, web-based materials, forms, email messages, publications, social media content, etc.)
- Lead governance efforts of all public-facing communications; Oversee final editing and approval of content, materials, etc. prior to publication and distribution
- Maintain records and archives, as appropriate
- Collaborate and initiate consultations with campus partners to support their programmatic efforts
- Determine appropriate channels for different populations and create effective messages that are tailored to the intended audience(s)
- Ensure consistency of messaging and non-duplication of communication efforts within the Cougars in Recovery program

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Funding Request

<i>One-Time Request</i>	<i>Amount</i>
Salary for nine months	\$10,800 (\$1,200/month for 9 months)
Benefits for twelve months	\$1,800 (\$150/month for 12 months)
Admin Fee	\$756
Total	\$13,356