

Class Code:.....0762
Position #(PSA).....
Developed by:.....CS
Reviewed by:.....SG
Approved by:.....LK
Date:.....05/05

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Student Life/Violence Prevention & Advocacy Services
DIVISION: Student Affairs
REPORTS TO: Assistant Director, Student Life/Violence Prevention & Advocacy Services
GRADE: 10
SUPERVISES: Peer Advocates

BASIC FUNCTIONS:

Assist in organizing, developing and administering a comprehensive, University-wide, violence prevention and advocacy program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the creation and facilitation of educational programs on these issues for students, staff, and faculty groups.

Provide crisis intervention and advocacy services to victims of sexual assault, domestic violence, stalking, and sexual harassment for students, faculty and staff.

Teach course(s) for credit for Peer Education Training.

Supervise the Peer Advocates' presentations and support of victims.

Help plan, manage and organize the flow of assignments and the evaluation of undergraduates and graduate students for 3 or 6 credits.

Serve as liaison on campus for the Athletic Department, Greek Life, the Orientation Team, and for student, staff, and faculty groups for violence against women prevention programs and crisis intervention.

Work with Health Services and South County Hospital to create and implement sexual assault evidence collection kits and other necessary healthcare protocols for victims.

Participate in summer Orientation sessions.

Assist in developing and maintaining outreach strategies and effective public relations.

Help to research and develop grant and contract proposals to support violence against women prevention programs as appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in conducting fundraising projects to supplement a budget for the violence prevention and advocacy service program.

Create and maintain computerized records. Evaluate the efficacy of trainings, outreach to clients, and Peer Advocate programs as needed.

Provide educational training programs to individual classes as requested.

Provide broad support and outreach at all University locations.

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software, including Excel, Microsoft Word and PowerPoint.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in psychology, counseling, social science, student affairs, communications or related areas required. The following are also required: a minimum of two years of experience in developing, organizing, and managing a sexual violence prevention program on a college campus; demonstrated strong writing and speaking skills; and proven managerial skills, including the ability to manage multiple tasks and projects concurrently in a team-oriented environment. Past experience working with volunteers, volunteer groups, faculty, staff and senior management is preferred. Previous supervisory experience also preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.