THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Violence Prevention & Advocacy Services

DIVISION: President

REPORTS TO: Director, Women’s Center

GRADE: 11

SUPERVISES: Graduate Assistant and undergraduate student workers

BASIC FUNCTION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide crisis intervention and advocacy services to victims of sexual assault, domestic violence, and stalking.

Serve as liaison on campus for the Athletic Department, Greek Life, the Orientation Team, and 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 kit and other necessary health care protocols for victims.

Plan, coordinate, market, supervise and evaluate educational programs and services such as workshops, lectures, films, and performances, which support Women’s Center goals.

Assist in developing and maintaining outreach strategies and effective public relations. Advertise and market Women’s Center programming and services; manage public relations and media including designing and updating web site, brochures, newsletters, and press releases.

Support and advise the Women’s Leadership Coalition.

Collaborate with faculty in the Women's Studies Program to provide students with a seamless experience of academic, extracurricular, and community endeavors.

Enhance student, faculty and staff awareness of issues of concern for women through service on university committees. Participate in long range and strategic planning.

Develop and coordinate a network of organizations, offices and programs on campus that support violence against women prevention, women's gender and sexuality issues.

Help to research and develop grant and contract proposals to support violence against women prevention programs as appropriate.
Recruit, select, train, and supervise graduate and undergraduate students.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide educational training programs to individual classes as requested.

Develop inter-departmental programs to promote the missions of the Women’s Center and the Division of Community Equity and Diversity.

Occasionally work on evenings, weekends is required.

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:**

**Required:** Master’s degree in college student personnel, counseling, women’s studies, or related human science field; minimum of three years’ experience working on women’s issues including developing programs and services in higher education; experience in developing, organizing, and managing violence against women prevention programs; ability to organize, coordinate and supervise support staff; ability to prepare and present detailed studies and reports and to make recommendations concerning their substance; strong interpersonal skills.

**Preferred:** Experience developing and implementing culturally-competent programs and services for diverse cultural populations; experience developing public relations plans, including maintaining web sites, writing newsletters, and press releases; experience supervising graduate and undergraduate student staff.

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