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**Developed by:..... CS; ER**  
**Reviewed:.....SG; DLJ**  
**Approved by:..... LK**  
**Date:.....5/05; 12/11, 8/19**

**THE UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Violence Prevention & Advocacy Services

**DIVISION:** Student Affairs (Health Services)

**REPORTS TO:** Assistant Vice President, Student Health and Wellness, Director, Health Services

**GRADE:** 11

**SUPERVISES:** Graduate Assistant, graduate and undergraduate students

**BASIC FUNCTION:**

Responsible for administering a comprehensive, university-wide violence prevention and advocacy program. Serve as a confidential victim advocate for students, providing confidential, survivor-focused services and resources to students seeking support and information in response to experiences involving sexual, gender-based and intimate partner violence, sexual harassment, and stalking. Provide advocacy and support services in accordance with federal and state laws, and university policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide crisis intervention and advocacy services to victims of sexual, gender-based and intimate partner violence, sexual harassment, 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 URI Health Services and local/state hospitals to ensure victims/survivors have access to trauma informed care including sexual assault forensic exams. Assist with coordinating care/services provided are timely, comprehensive and provided in a trauma informed manner.

Plan, coordinate, market, supervise and evaluate educational programs and services such as workshops, lectures, films, and performances, which support Violence Prevention & Advocacy goals.

Assist in developing and maintaining outreach strategies and effective public relations. Advertise and market Violence Prevention & Advocacy Services programming and services. Manage public relations and media including designing and updating website, brochures, newsletters, social media and press releases.

Collaborate with faculty in academic programs (e.g., Women's Studies, Health Studies, Psychology) to provide students with experiential learning, extracurricular, and community opportunities.

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

Participate in research opportunities and develop grant/contract proposals to support violence prevention and advocacy services as appropriate.

Recruit, select, train, and supervise interns, graduate and undergraduate students/employees.

**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.

Occasional work on evenings and weekends is required. This position requires on-call responsibilities.

Perform other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers (Macintosh and PC), printers, Microsoft Office Suite, WordPress, word processing, database management and spreadsheet software, Google Suite and email content.

**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; Demonstrated experience in developing, organizing, and managing violence prevention programs; Demonstrated supervisory experience; Demonstrated ability to prepare and present detailed studies and reports and to make recommendations concerning their substance; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to coordinate numerous and varied projects; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience developing and implementing culturally-competent programs and services for diverse cultural populations; and, Demonstrated experience developing public relations plans, including maintaining web sites, writing newsletters, social media and press releases.

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