

## **Graduate Assistant Job Description – Prevention Programming Assistant**

Position: Graduate Assistant

Unit/Sport: Student Affairs- Sexual Assault Prevention and Education Center (SAPEC)

Reports to: Prevention Educator- Sexual Assault Prevention and Education Center

Type of Appointment: 2 year graduate program

FLSA status: Non-exempt

Updated: November 2018

**Departmental Mission:** The Sexual Assault Prevention and Education Center promotes social change and the elimination of gender based violence through education, inclusive programming, and campus wide collaboration.

Specifically, SAPEC coordinates campus violence prevention efforts, and implements the majority of the campus violence prevention strategies. The vision of SAPEC is to influence change at the societal level (e.g., policy change) through interventions that focus on risk and protective factors at the individual, relationship, and community levels.

**Position Summary:** The SAPEC Graduate Assistant will be an active team member in the creation, implementation, facilitation, and assessment of cutting-edge primary prevention education for the University of Kansas. This position will have a specific focus on working with student-athletes, student organizations, and male/masculine-identified students to reduce and prevent sexual violence through the development, implementation, and evaluation of comprehensive sexual violence prevention programs. The graduate assistant in this role will work closely with the staff within SAPEC, KU Athletics, Sorority and Fraternity Life as well as undergraduate students, graduate students, and campus/community partners.

### **General Duties and Responsibilities include; but are not limited to:**

1. Adhere to all University of Kansas, Big XII, and NCAA policies and procedures.
2. Work collaboratively and transparently with SAPEC, Kansas Athletics Incorporated, and Sorority and Fraternity Life.
3. Educate students on reducing and preventing sexual violence through use of strategies grounded in primary prevention and the socioecological model.
4. Develop and maintain working knowledge of sexual violence prevention and response research and evidenced-based practices.
5. Present and facilitate sexual violence prevention presentations and workshops to groups ranging from 10-100 students on topics including bystander intervention, consent, healthy relationships, and recognition/response.
6. Foster cooperative working relationships with fellow staff members, students, and campus/community partners.
7. Assist with administrative responsibilities related to prevention programming, including logistical, clerical, and organizational coordination of presentations and workshops.
8. Maintain a positive attitude toward performing job duties and in working with other staff.
9. Assist with providing clear, concise, and ongoing communication to student participants, organizations, and professionals involved with educational programs.
10. Assist with the collection, entry, and analysis of all data collected from student participants in educational programming.
11. Complete Safe Zone training, Implicit Bias Training, and Online Sexual Harassment Training.

### **Duties and Responsibilities of this Position:**

1. Serve as lead project assistant for Jayhawks Give a Flock (Bystander Intervention Training) provided to over 4,000 incoming freshman annually, including all student-athletes and new sorority and fraternity members.

2. Serve as lead project assistant for the implementation of men's engagement outreach and education programming, with a specific focus on male/masculine-identified student-athletes, fraternity, and ROTC members.
3. Serve as lead project assistant for the coordination of the Gender-Based Violence Prevention Seminar (four academic classes), required of all student-athletes.
4. Serve as lead project assistant for the coordination of required prevention education to Sorority and Fraternity Life.
5. Assist with the coordination of SAPEC Peer Educator program.
6. Assist with ongoing and special event social media and prevention marketing.
7. Perform other duties as assigned.

**Required Qualifications:**

1. Bachelor's Degree from an accredited college or university;
2. Admission to, and continued enrollment in, a University of Kansas Graduate School;
3. Ability and willingness to work flexible hours, including evenings and weekends;
4. Demonstrated communication and public speaking skills;
5. Extensive knowledge of Microsoft Office, Excel, and PowerPoint;
6. Ability to work both independently and/or as a team member;
7. Ability to maintain confidentiality.

**Preferred Qualifications:**

1. Bachelor's Degree from an accredited college or university in behavioral science or public health;
2. Former Student-Athlete and/or sorority and fraternity member;
3. Experience and/or training in public speaking or facilitating workshops;
4. Knowledge and/or training on sexual violence prevention;
5. Volunteer or professional experience for a sexual violence, domestic violence, or child abuse prevention;
6. Experience maintaining websites and/or social media accounts.

**Appointment:** 50% (20 hours per week); nine to ten month appointment

**Length of Appointment:** August 2019-May 2021 (two year commitment strongly preferred)

**Salary:** \$500 bi-weekly (\$12.50 per hour); in-state graduate tuition status/fee adjustment

**Anticipated Start Date:** Early August 2019

**To Apply:** Must apply through PeopleAdmin and the Higher Education Master's degree program process - <https://studentaffairs.ku.edu/assistantship-application> - email Lindsay Orion at [lindsayorion@ku.edu](mailto:lindsayorion@ku.edu) with questions. Eligible persons are invited to submit a letter of application, resume, and names, addresses, phone numbers and e-mail addresses (if available) of three references. Position open until filled.

The University of Kansas is an equal opportunity/affirmative action employer. Applications are sought from all qualified persons regardless of race, religion, color, sex, disability, veteran status, national origin, age, ancestry, sexual orientation, and marital or parental status.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)-864-6414, 711 TTY.