

Job Title	Associate Director, Prevention
Employer/ Agency	University of Illinois – Women’s Resources Center
Job Description	<p><u>Primary Position Function/Summary:</u> The primary responsibility of this 100%, full-time position is to coordinate campus sexual misconduct awareness, education, and prevention programs including the First Year CARE (Campus Acquaintance Rape Education) program and activities and events during Domestic Violence and Sexual Assault Awareness Month. The Associate Director also serves as a Confidential Advisor, providing advocacy and support services to students, faculty, and staff who have experienced sexual misconduct, as required by Illinois state law.</p> <p>Campus and Partner Capacity Building:</p> <ul style="list-style-type: none"> • Utilize evidence-informed strategies to increase University community awareness and knowledge on topics such as: sexual assault and relationship violence, healthy relationships, consent, respect, bystander intervention, stalking, and supporting survivors, on- and off-campus resources, and university policies. • Collaborates with key stakeholders on and off campus to develop and execute comprehensive sexual misconduct prevention strategies, workshops and other events including Domestic Violence Awareness Month and Sexual Assault Awareness Month. • Coordinates the development of educational materials and messaging campaigns (electronic, print and video) related to sexual misconduct during notable campus time periods (e.g. Welcome Week, Homecoming, Sexual Assault Awareness Month, Domestic Violence Awareness Month, etc.), in collaboration with other campus units. • Works with other departmental staff to evaluate, adjust, and/or create sexual misconduct response and prevention/outreach initiatives. <p>Peer Education Programming:</p> <ul style="list-style-type: none"> • Managing the ICARE (bystander intervention, I Heart Health Relationships, and GUARD (fraternity and sorority focused), First Year CARE (Campus Acquaintance Rape Education new, entering students and transfer students) programs including coordinating, implementing, scheduling and assessing workshops. • Recruiting, training, supervising and evaluating a Graduate Assistant, student employees, student interns, and student, staff, and faculty peer educators. • Preparation of program budgets, progress reports, operating procedures, and ongoing evaluation of programs and activities. <p>Program Management:</p> <ul style="list-style-type: none"> • Assesses, evaluates, and revises sexual misconduct prevention/outreach initiatives to improve reach and effectiveness. • Prepares and delivers presentations and written reports, correspondence, proposals, program assessments and updates, email and other materials for a variety of audiences ensuring compliance with departmental and university guidelines, practices, and principles.

	<ul style="list-style-type: none"> • Develops funding applications and manages grants to deepen and broaden scope of service. Collaborates with other staff to publicize the services, programs and events of the Women’s Resources Center through written and electronic means. • Serves on relevant committees, task forces, and development groups on campus and in the community. • Cultivates and sustains collaborative relationships with a wide array of constituents (staff, faculty, students, community members, and community organizations) in order to accomplish division and departmental goals. • In the absence of the Director, the Associate Director will assume responsibility and provide management for the operation of the Women’s Resources Center. • Perform other duties as assigned. <p>Confidential Advocacy and Support Services:</p> <ul style="list-style-type: none"> • Serves as a state mandated Confidential Advisor, providing and coordinating trauma-informed case management, crisis intervention, and survivor-centered advocacy for student, staff, and faculty survivors of sexual misconduct with regards to all of the legal and administrative options, rights, resources, and referrals for survivors/victims of these forms of harm. • Provides and navigates survivor rights and options with systems of the University (ex: Office of Student Conflict Resolution, Office of Access and Equity, Residence Life, financial aid, Title IX and Disability Office, McKinley Health Center, Counseling Center, etc.) and community partners. • Serves as an advisor for those choosing to participate in campus disciplinary processes, and appeals, when requested.
Salary/Hours	This is a full-time, benefit eligible, Civil Service program coordinator position appointed on a [12]-month basis. The proposed start date is as soon as possible after December 1, 2021. The salary range for this position is \$68,000 - \$72,000.
Address	616 E. Green St, Suite 202
City, State, Zip	Champaign, IL 61820
Contact Person	Kasey Umland, Interim Director
Telephone Number	217-333-3137
Email Address	womenscenter@illinois.edu
Application Method	Apply online at go.illinois.edu/wrcprevention
Opening Date	December 1, 2021

Qualifications

Required: Bachelor's degree.

Preferred: Master's degree.

Required:

- Two years related experience with college student populations.
- Demonstrated experience in developing and implementing intersectional, evidence-based prevention programming for issues of sexual misconduct.
- Demonstrated experience working with a diverse array of populations, particularly those that have been historically under-served by anti-violence movements in relation to social identity.

Preferred:

- Experience supervising and training student staff (undergraduate and/or graduate) and volunteers.
- Multilingual with ability to provide services, trainings, and written correspondence (Spanish, Mandarin, Korean, or American Sign Language).
- Experience developing services or programs specifically for historically underrepresented and under-served communities.
- Experience with crisis intervention, advising, peer counseling, trauma response, and/or advocacy to those harmed by sexual misconduct.
- Experience developing community and public engagement programs, and public speaking.
- Experience with the writing and management of grants.
- Experience in marketing and communications (e.g., electronic newsletters, websites, and social media) with knowledge of graphic and web-based programs such as Adobe Photoshop, Adobe Illustrator, Publisher or Canva.

Preferred:

- Successful completion of a Sexual Assault or Domestic Violence Crisis or Intervention Training (40 hours minimum). This must be completed within 90 days after hire. The unit will cover the cost of the training.

Knowledge, Skills, and Abilities:

- Broad knowledge of student development theories and experience working with college students and/or in a college setting.
- Broad knowledge of the dynamics of power, privilege, and oppression, gendered violence, and sexual and intimate partner violence.
- Strong interpersonal communication skills, decision-making, consensus/team building, group facilitation, cultural awareness and sensitivity, and conflict management.
- Organizational and planning skills to achieve progress on multiple, simultaneous projects, to meet deadlines, and to maintain a high level of productivity in a dynamic, fast-paced environment.
- Demonstrated ability to do needs assessment and program evaluation.
- Strong Microsoft Office skills.