

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
POSITION DESCRIPTION**

OFFICIAL JOB TITLE: Assistant Director for
Advocacy & Education

DIVISION: Academic & Student Affairs

DEPARTMENT: Center for Women, Gender & Sexuality

BARGAINING UNIT STATUS: ESU, 13

EEO STATUS: 32 **JOB CODE:** 326

FLSA STATUS: Exempt

REPORTS TO: Assistant Dean of Students/Director of the Center for Women, Gender & Sexuality

SUPERVISES: Student interns, Student workers

SUMMARY PURPOSE OF POSITION: The Assistant Director for Advocacy & Education is responsible for serving as the primary first responder, advocate, resource, and point of referral for students and others seeking sexual violence services and information. The incumbent provides ongoing support to survivors of sexual assault and gender-based violence, as needed. The Assistant Director is responsible for developing and managing campus and community resources to support students who have experienced sexual assault, sexual harassment, intimate partner violence, stalking, or related abuse. Designs and implement effective, on-campus education awareness and prevention programs on LGBTQ issues, women's issues and sexual violence under the UMass Dartmouth bystander intervention initiative. The incumbent serves as a designated confidential sexual violence advocate for the campus.

Follows the University's best practices to build and/or support student academic success and retention, and assist in meeting strategic objectives for persistence and timely graduation of all the student population.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Serve as primary contact person for campus survivors of sexual assault, relationship abuse and stalking, providing sensitive and timely information about internal and external resources and response systems.
- Guide survivors through university and criminal investigations, as appropriate.
- Develop, in collaboration with campus partners, campus and community services for victims of sexual violence on campus.
- Oversee collaborations with other campus departments as well as local sexual assault, intimate partner violence, and stalking prevention and response organizations to create and deliver campus-wide violence education and prevention programs for students.
- Manage first-year orientation programs addressing issues of interpersonal violence and bystander intervention, including a mandatory first-year student training.
- Develop and provide training sessions and workshops for Conduct Board, Resident Assistants, Department of Public Safety, and mandated faculty and staff reporters.
- Develop comprehensive educational programming on sexual violence for traditionally underserved populations, including students of color, international students, and gay, lesbian, bisexual and transgender students.
- Develop programs aimed at supporting women of color and LGBTQ communities. Examples include Women's History Month, LGBT History Month, Sexual Assault Awareness Month, National Coming Out Day, Transgender Day of Remembrance, Equal Pay Day, Safe Zone training.
- Develop, implement, facilitate and evaluate Bystander Intervention Training for students; including athletes, student leaders, Greek Life, and other groups.
- Responsible for all departmental marketing campaigns including but not limited to graphic design, posters, banners, social media, multi-media, and press.
- Advise faculty, staff and students in responding to students who report incidents of sexual assault or gender-based violence.

- Perform duties such as report writing, program evaluation and assessment, and other activities related to the UMass Dartmouth Active Bystander's Care program.
- Oversee student workers and interns
- Manage day-to-day operations of the office in absence of director.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Master's Degree in Women's or Gender Studies, Counseling, Education or related field.

EXPERIENCE: Demonstrated (over three years) of experience with sexual violence education or victim advocacy. Must be willing and able to work a flexible schedule, including weekends and evenings. Travel is required. Must have driver's license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to advocate on survivors' behalf while navigating through a range of complex medical, legal, and disciplinary procedures and protocols.
- Understanding of the cultural and social causes of sexual and other gender-based violence; deep understanding of cultural, ethnic, racial, religious, sexual, and gender diversity and the ability to lead educational programming tailored to meet the needs of specific groups.
- Understanding of social justice education and issues of oppression.
- Demonstrated skill in programming, events management and marketing/advertising.
- Strong facilitation, training, and presentation skills as well as the ability to teach challenging material to a wide range of audiences.
- Excellent communication and interpersonal skills, including but not limited to listening and counseling skills, and sensitivity to the range of physical, emotional, and cultural responses to sexual assault, gender-based violence, intimate partner violence, and stalking is essential.
- Ability to work with a wide range of individuals, including administrators, faculty, staff, law enforcement, medical personnel, and students as well as the ability to coordinate services and facilitate communication between groups and on behalf of survivors.
- Ability to use sound judgment, initiative and discretion.
- Strong writing skills and the ability to draft documents, posters and presentations on various topics for a variety of audiences.

PREFERED QUALIFICATIONS:

- Experience advocating for women, members of the LGBTQ community, and/or sexual violence survivors.
- Experience with Adobe Photoshop
- NOVA (National Organization for Victim Assistance) Certification

Note: Other job related duties and responsibilities may be assigned and/or the job description changed periodically to reflect changing organization needs.
 Note: All position descriptions need to be completed and approved before recruiting activities begin. All updated or revised administrative positions descriptions must be approved by appropriate Vice Chancellor/designee and the Vice Chancellor for Talent/ Chief Diversity Officer/designee. All new administrative position descriptions must be approved by the Vice Chancellor/designee, and Vice Chancellor for Talent/Chief Diversity Officer/designee. If applicable the Office of Human Resources will provide notice to and consult with the union representative.