Student Violence Prevention Program Assistant
POSITION DESCRIPTION

Rate of pay: $15/hour

Hours: 10 hrs/week (Due to the nature of event and presentation scheduling, the work schedule is flexible. At least 7 hours will be scheduled during weekday work hours (M-F, 9-5). The remainder of weekly hours will be determined during the week prior as presentation requests are scheduled and as it fits with the students’ schedule. The Program Assistant should be available for evenings and weekend activities.

Start Date: August 21st 2022

Job Summary: Support the development, implementation and assessment of violence prevention initiatives in line with the mission and values of the Women’s Resource and Action Center (WRAC). The Violence Prevention Program Assistant will assist in the coordination of WRAC’s Certified Peer Educator Program and campus sexual assault and relationship violence prevention workshops (e.g. bystander intervention, healthy relationships, and consent education). The Program Assistant must be available for evenings and weekend activities.

Job Responsibilities

Assist WRAC and RVAP Violence Prevention staff with:

1. Developing outreach efforts and education for the campus community;
2. Building relationships with campus partners;
3. Implementing and assessing violence prevention programs;
4. Facilitating violence prevention workshops;
5. Communicate effectively with staff, students and the public;
6. Organize, prioritize, and perform multiple duties;
7. General responsibilities within the Center, attending weekly meetings Thursdays from 9:30-10:50am, as well as other tasks as assigned.

Qualifications: Interest and/or experience in providing educational programs focused on dating violence, sexual assault, stalking, and bystander intervention; public speaking or group facilitation; multi-cultural issues; feminist/social justice issues; volunteer programs and recruitment. Experience with coordinating college student volunteers, student organizations and/or violence prevention efforts are highly desirable. Excellent organizational, time management, and verbal and written communication. Demonstrated knowledge and proficiency using basic office equipment and computer operations (e.g., Microsoft Office and/or MAC platforms).

Supervision provided by the WRAC Assistant Director

Please submit a Cover Letter and Resume describing your interest in and qualifications for the position by to wrac@uiowa.edu. If you have questions, or need more information, please email wrac@uiowa.edu or call 319-335-1486.

Application review will begin on July 8th. Position will be will open until filled.