

Position Title: Graduate Assistant, Violence Prevention & Response

Effective start date: August 1, 2022

Reports to: Associate Director of Multicultural Affairs

Position Summary:

The Graduate Assistant for Violence Prevention & Response works with the Associate Director for the Office of Multicultural Affairs to support the retention and sense of belonging for BIPOC undergraduate and graduate students at Tulane as it relates to issues of sexual violence and prevention on campus. This position works to co-create, implement, and assess (quantitatively and qualitatively) various sexual prevention and response programs with the aim of reducing and ultimately eradicating sexual violence on Tulane's campus. It includes a 10 month appointment. The graduate assistant will work 20 hours per week including some evenings and weekend commitments and receive compensation on an hourly basis from August 1- May 31

Minimum Qualifications & Remuneration:

- Bachelor's Degree from an accredited College or University in Social Work, Public Health, Sociology, Gender and Women Studies, Cultural Studies (Africana/Latin American/Asian/Middle Eastern, etc.) or similar program
- Enrolled for graduate courses at Tulane University for fall 2022 and spring 2023
- Approximately 20 hours per week including some evenings and weekend commitments
- From August 1 to May 31, graduate assistant will be considered essential personnel and required to help carry-out the university's emergency and hurricane preparedness plans.
- Proficient use of survey and statistical analysis software (SPSS, Qualtrics, etc.)

Preferred Qualifications

- Demonstrated previous student leadership experience
- Demonstrated commitment to personal and departmental development, professionalism, multi-cultural education, creativity, collaboration, and initiative
- Experience presenting and facilitating with small to large groups
- Ability to serve as a positive role model
- Organizational ability, punctuality, self-motivation, and initiative
- Comfortable with discussing and presenting on issues of diversity and social justice

Key Responsibilities and Performance Standards:

General Administration 85%

Assist the staff of the Office of Multicultural Affairs in the coordination of educational, academic, and social programs and events centered on race, gender, and sexual identity. Ensure that information is disseminated in a timely manner.

Office of Multicultural Affairs

Specific Responsibilities:

- Co-create and implement programs to support students of color develop an understanding of healthy relationships and recognize relationship concerns such as sexual violence, harassment, stalking, etc.
- Assess the experiences of various populations of students on campus through qualitative and quantitative methods, including the support of the climate survey sent to ensure students of color are represented in the survey design and analysis
- Assist in the implementation of specific programs such as My Sister's Keeper, An annual luncheon for students, faculty, staff, and alumni, and prepare to coordinate and launch a similar initiative focused on supporting men of color on as it relates to sexual violence on campus.
- Prepare reports for monthly sexual violence prevention and response working group meetings
- Host engagement and healing centered spaces that connect individuals who have experienced sexual misconduct (including both survivors and perpetrators) to resources for support

General Divisional Responsibilities 10 %

Assists with the coordination of educational, academic, and social programs and events for diverse and underrepresented student communities

Specific Responsibilities:

- Support new initiatives and develop innovative co-curricular programs emphasizing collaborative work with other academic and student affairs departments
- Advocate for student concerns, requests, and issues
- Explain university policy, rationale, and priorities to students and student staff
- Participate in staff development opportunities and maintain involvement in national or regional organizations

Performance Standards:

- Attend all required meetings
- Represent the university in a professional manner
- Complete assigned projects in the time allotted
- Return all phone calls/emails/messages within 24 hours
- Follow through with all supervisory responsibilities
- Serve on departmental committees as needed

Other duties as assigned: 5%

Perform other duties as required or requested whether or not specifically listed on this job description

Performance Standards:

- Exhibit a willingness to learn new tasks
- Seek the assistance of your supervisor prior to beginning an unfamiliar assignment