



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Assistant, Sexual Harassment and Sexual Violence Awareness Education*

DEPARTMENT: Residence Life

CONTACT PERSON/EMAIL/PHONE #: Allison Bridgeman, Associate Dean of Students, Director of Residence Life, Deputy Title IX Coordinator

TO APPLY: Send a letter to Allison Bridgeman indicating your interest by May 1, 2014.

STUDENT JOB DESCRIPTION: The Student Assistant will:

- Propose, host, and plan programs related to sexual harassment and sexual violence prevention
- Assist in maintaining the webpage
- Serve as liaison to student clubs, departments, and offices that engage in prevention efforts
- Create and maintain a database of campus programming related to sexual harassment and sexual violence
- Provide material to the Office of Marketing and Communications for use on social media
- Aid in the development of marketing / promotional materials highlighting resources related to sexual harassment and sexual violence

QUALIFICATIONS:

- Ability to work extended hours as needed.
- Ability to work weekends.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Sense of creativity.
- Proficient with Microsoft Office (Word, Excel, Access, Publisher)

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.

- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

HOURS and/or HOURS PER WEEK REQUIRED: 5-7 hours per week

PAY RATE: \$7.25 per hour

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):

AA/EOE