



# SAFE

*Sexual Assault & Abuse Free Environment*

## PROGRAM GRADUATE ASSISTANT

### *Job Description:*

The graduate assistant will promote the Women's Center's mission by assisting in the coordination of programs and services for the SAFE (Sexual Assault & Abuse Free Environment) Program. The SAFE Graduate Assistant will primarily be responsible for coordinating the M-POWER Peer Education Network. The M-POWER Peer Education Network serves the student body at ODU as an educational resource on issues of sexual & relationship violence. A two year commitment preferred.

### *The graduate assistant responsibilities include:*

- Recruiting, selecting, and training of Peer Educators
- Coordinating & Presenting of educational programs related to sexual and relationship violence
- Marketing programs on campus through outreach to campus offices and organizations
- Facilitating Peer Educator meetings and empowering the educators
- Updating and developing curriculum for the M-Power Program
- Developing innovative ways to engage and educate the student population on current issues
- Assisting with program development during awareness months.
- Researching and updating resources
- Updating and developing curriculum for the M-Power Program
- Assisting with other office duties as assigned

### *For More Information:*

**WOMEN'S CENTER**  
1000 Webb Center  
757-683-4109  
womenctr@odu.edu  
www.odu.edu/womenscenter



# POSITION AVAILABLE

## JUNE 2016



# **SAFE (Sexual Assault & Abuse Free Environment) Program Graduate Assistant ODU Women's Center**

**Contact Person:** Joann Bautti, jbautti@odu.edu , 683-4109

**Name of Supervisor:** Joann Bautti, Assistant Director, Women's Center

## **Job Description:**

The graduate assistant will promote the Center's mission by assisting in the coordination of programs and services for the SAFE (Sexual Assault & Abuse Free Environment) Program. The SAFE Graduate Assistant will primarily be responsible for coordinating the M-POWER Peer Education Network. The M-POWER Peer Education Network serves the student body at ODU as an educational resource on the issues of sexual & relationship violence. Peer educators engage their fellow students in programs and discussions that promote gender equality and anti-violence. The graduate assistant will be responsible for recruitment of peer educators, daily interaction with peer educators and coordinating trainings, meetings, and presentations for the peer educators.

The graduate assistant is also responsible for creative marketing of the M-Power Program offerings to student organizations, faculty, and Housing and Residence Life. Additionally the graduate assistant should remain vigilant about creating new offerings, which cover current/relevant topics.

The graduate assistant may also assist staff with the presentation of educational programs related to sexual and relationship violence, program development during awareness months and other events, researching and updating resources, curriculum, grant proposals and other information related to sexual and relationship violence prevention on a college campus. The graduate assistant may perform other duties as assigned.

## **Suitable Academic Major:**

Education, Higher Education, Sociology, Humanities, Women's Studies, International Studies, Psychology, Criminology, Health Sciences, Counseling, Public Health

## **Qualifications:**

Masters or Ph.D. level graduate student in good standing. Excellent communication & research skills, experience with public speaking and group facilitation, and at least one graduate level course in women's studies or related field. The ideal candidate will have academic experience and/or practical training in issues related to sexual and relationship violence, program planning and/or coordination as well as a desire to work with students in the peer education program. The candidate should also have an understanding of the special problems women students may face on Old Dominion University's campus, an interest in working with women students, and the ability to create interesting and exciting new programs to address the population's needs.

## **Hours:**

A total of twenty (20) hours per week on an established schedule that fits the student's course demands.

## **Academic and professional knowledge and skills:**

1. GA will obtain in-depth knowledge of community/University agencies that serve as referral resources for students and others.
2. GA will gain knowledge about sexual and relationship violence through coordination of peer education program.
3. GA will become familiar with University sexual assault policy and procedures.
4. GA will learn about program development, marketing, curriculum development and assessment.
5. GA will obtain experience working with committees and teams.
6. GA will develop an awareness of sexual and relationship violence issues through researching and reporting data.
7. GA will enhance her/his communication skills with diverse populations.

**To Apply:** Please send or deliver a cover letter and resume to Joann Bautti at the Women's Center, 1000 Webb University Center, Norfolk, VA 23529. Cover letter should detail your interest in working at the Women's Center, specifically with the SAFE Program & the M-POWER Peer Education Network. Detail any relevant work or academic experience.