**OIE Title IX Prevention—Graduate Assistant**

The Office for Institutional Equity’s (OIE) Title IX Prevention Center will be appointing one Graduate Assistant (GA) for the upcoming 2018-2019 academic school year. The Title IX Prevention Center is responsible for developing a comprehensive university-wide primary prevention program, inclusive of trainings, programming, and educational awareness campaigns on interpersonal violence (i.e., sexual assault, dating violence, domestic violence, stalking) and sexual harassment.

**Core Responsibilities: Facilitation | Programming | Advising | Support**

**Facilitation | Trainings**
- Facilitate/train students or student groups on topics including healthy relationships, interpersonal violence, consent, and bystander intervention
- Maintain schedule of trainings and coordinate with facilitators to ensure appropriate staffing
- Coordinate with groups requesting trainings to determine training needs and training details
- Ensure each presenter has appropriate materials to facilitate trainings
- Monitor completion of universal online trainings

**Programming**
- Assist in the planning and implementation of Title IX prevention programming, including large-scale events, such as Take Back the Night and Sexual Assault Prevention Month
- Maintain programming schedule for the Prevention Center

**Advising Student Organizations**
- Assist Title IX Prevention Specialist/SAPAC Advisor in supporting the work of the Sexual Assault Prevention & Awareness Coalition (SAPAC)

**Prevention Center Administrative Support**
- Assist in engaging visitors to the Title IX Prevention Center by answering telephone calls and addressing walk-ins
- Assist in maintaining a welcoming, productive environment for office staff and visitors
- Assist with office marketing and web presence, including social media
- Book spaces for meetings, trainings, and programming
- Other duties as assigned.

Please note that this position is a new position, so responsibilities may change throughout the course of the year.

**Supervision:**
The Title IX Prevention GA will be supervised by the Title IX Prevention Specialist.

**Requirements:**
A Bachelor’s degree from an accredited college or university or recognized international institution of higher education is required. All graduate assistants must maintain a 3.0 GPA and be registered for a full-time schedule during the fall and spring semesters in a University of Memphis graduate program.
Qualifications/ Preferences:
Preference given to candidate with knowledge or experience in interpersonal violence prevention or response work, public health, psychology, counseling, student conduct administration, or communication/training facilitation.

Preference given to candidate that has experience using Adobe Creative Cloud Suite Programs (i.e., Photoshop, InDesign) or similar program for graphic design.

A qualified candidate will possess superior communication and organizational skills, as well as dedication and enthusiasm for the work of the Title IX Prevention Center.

Compensation:
The Title IX Prevention GA is a 12-month contract and compensation includes a monthly stipend and tuition remission. The GA is expected to work 20 hours per week; on occasion, the GA may be required to work evenings and/or weekends.

Application Process:
Applications will be accepted on a rolling basis until a highly qualified candidate is selected, so please apply as soon as possible. The Title IX Prevention Center seeks to fill this position by August 15, 2018. To apply, please submit your resume and a statement of interest/cover letter to Abby Kindervater, Title IX Prevention Specialist, at akhagan@memphis.edu.

The University of Memphis is an Equal Opportunity/Affirmative Action employer. We urge all qualified applicants to apply for this position. Appointment will be based on qualifications as they relate to position requirements without regard to race, color, national origin, religion, sex, age, disability or veteran status.