

SONOMA STATE UNIVERSITY

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general supervision of the Associate Vice President for the Office of the Prevention of Harassment and Discrimination (AVP), the Prevention and Education Coordinator performs highly complex professional Student Services work and is responsible for all aspects of the design, coordination, evaluation, advisement, and implementation of the University's comprehensive programming, initiatives, strategies, and campaigns intended to raise awareness and prevent dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking before they occur through the promotion of behaviors that foster healthy relationships, encourage safe bystander intervention, and establish social norms that support health and safety. This includes both community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, reduce perpetration, promote safety and a culture of respect. The incumbent oversees all aspects of program development and event planning and also helps supervise and advise student assistants and student leaders in their programmatic and operational duties.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Develop, implement, coordinate, and evaluate a campus wide prevention program to address dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking education/prevention related activities, events and programs, online and in-person, that include the promotion of behaviors that foster healthy relationships, encourage safe bystander intervention, and establish social norms that support health and safety.
- Advise, support, amplify and maintain OPHD's existing program constituents, especially campus and community partnerships that offer DHR and Title IX related programs and services.
- Work with relevant campus partners to develop event and program goals and objectives to ensure appropriate staffing, academic advising, workshops and exhibits.
- Serve as the central coordinator for all prevention and activities on campus, and serve as a Co-Chair for the SMART (Sexual Misconduct and Assault Resource Team) Outreach and Education Committee and other sub-committees as appropriate.
- Develop and coordinate various awareness months (Sexual Assault Awareness Month, Domestic Violence Awareness Month, etc.) activities, events, and programs.
- Ensure compliance with all applicable federal laws, state laws, and CSU policies as it relates to dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking outreach and education through thoughtful and purposeful programming, tracking, and reporting.
- Coordinate students' recruitment, hiring and training, work with the Associate Vice President to support recruitment and act as "working supervisor" for grant and OPHD student staff.
- Responsible for appropriate delegation and follow up of projects to staff.
- Administer, maintain and monitor assigned program and grant budgets and revenue, ensuring that funds are expended within the appropriate time period and in compliance with SSU and grant policies and procedures.
- Plan, reconcile and oversee procurement of goods and services as a Procard holder.
- Co-develop, implement and support the delivery of new employee orientation, responsible employee training, and other workshops/trainings for faculty and staff.
- Provide support as needed for initiatives within the Office for the Prevention of Harassment and Discrimination.
- Assist in the coordination and facilitation of special events and/or projects.
- In collaboration with the Associate Vice President, oversee the administrative functions in the OPHD office, day-to-day affairs of the OPHD offices, student workroom/ lounge, and meeting room.

- Represent the program and department on university and/or community committees; participate in university and community functions as required or appropriate.
- Develop communications plans, educational campaigns, and website updates for year-round program events and opportunities.
- Communicate the day-to-day responsibilities and schedules for programs and events.
- Ensure all programs and events on campus are communicated well in advance to campus partners and key stakeholders.
- Negotiate contracts with Conferences and Events Services to ensure the program and event needs are being met, including, but not limited to, space needs, package/bundle prices for services, and catering costs as appropriate.
- In collaboration with the Associate Vice President, oversee and maintain website updates of program and event announcements.
- Collaborate with campus partners to develop electronic publications through websites and/or print publications for programs and events.
- Identify and delegate appropriate tasks to campus partners and student staff for programs and events.
- Coordinate, implement and communicate the tracking, and execution of all Title IX President Advisory Council and SMART recommendations related to prevention and educational programming.
- Contribute to the content and strategic direction for the Title IX/OPHD website.
- Serve as staff to and coordinate the agenda for the Title IX President Advisory Council Meetings.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university orientation and other events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Evening and weekend hours will be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position may require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Minimum Qualifications: This position requires the equivalent to graduation from a four-year college or university in a related field, including upper division or graduate coursework in counseling techniques, interviewing, and conflict resolution where such are job-related. A master's degree in Counseling, Clinical Psychology, Social Work or a job-related field may be substituted for one year of professional experience. A doctorate degree and the appropriate internship or clinical training in counseling, guidance or a job-related field may be substituted for two years of the required professional experience for positions with a major responsibility for professional, personal or career counseling. Possession of these knowledge and abilities is typically demonstrated through the equivalent to four years of progressively responsible professional student services work experience which includes experience in advising students individually and in groups, and in analysis and resolution of complex student services problems. Experience with project management is highly preferred. Experience in higher education and working with student personnel is highly preferred. Advanced proficiency with computers, Microsoft Office (Word, Excel), and Google Suite required. Knowledge of databases, student information systems, and PeopleSoft preferred.

This position also requires the following abilities:

- Thorough knowledge of and experience with developing and delivering prevention programs and initiatives focus on increasing awareness and understanding of topics relevant to, and skills for, addressing dating violence, domestic violence, sexual misconduct/sexual assault, sexual exploitation, and stalking, using a range of strategies with diverse audiences.
- Advanced experience working with and supporting culturally diverse populations, including students of color, low-income students, first generation college students, and LBGTQI students; ability to recognize multicultural, multi-sexed, multi-gendered, multi-ability and multi-aged value systems and work accordingly; thorough knowledge of the principles of individual and group behavior.
- Thorough knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the program area to which assigned.
- Advanced knowledge of individual counseling techniques; thorough knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the specific campus to which the position is assigned.
- Ability to determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature.

- Reason logically and analyze and solve organizational and operating problems of one or several program areas. Interpret and apply program rules and regulations.
- Plan, design, implement, coordinate, and initiate actions necessary to implement administrative or group decisions or recommendations.
- Analyze and define highly complex organizational, policy or procedural problems, collect and evaluate data, draw valid conclusions, and project consequences of various alternative courses of action.
- Understand the roles and responsibilities of others and gauge relationships accordingly by taking into account the variety of the interrelationships, motivations, and goals of the members of the organization served.
- Establish and maintain effective, cooperative, and harmonious working relationships in circumstances that involve the denial of requests or the necessity to persuade others to accept a different point of view.
- Use initiative and resourcefulness in planning work assignments. Think critically and stay focused under pressure.
- Demonstrate multicultural competence through knowledge, skills, and abilities.
- Advanced knowledge and experience with program development. Demonstrated excellence in leading successful presentations and trainings.
- Demonstrated excellence in oral and written communication.
- Ability to advise and lead students both independently and in groups.
- Knowledge and understanding of whole person development.
- Demonstrated ability of sound fiscal and budget management.
- Ability to be innovative, solutions-based, and focused on researching and implementing current best practices. Carry out highly complex assignments without detailed instructions.
- Adhere to strict confidentiality requirements and professional/ethical standards.
- Lead, coordinate, and prioritize multiple, competing tasks to meet project deadlines.
- Work effectively both independently and as part of a team; be flexible in handling change and challenges.
- Learn and effectively apply a variety of state, federal, CSU, and SSU policies and procedures.
- Independently plan work, solve problems, and use sound judgment to take action.
- Make decisions within established parameters, regulations, and guidelines; and recommend changes in procedures to address student support needs.

Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.