



A. POSITION DATA

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____

Working Title: Director of Prevention and Education Reports To Title: AVP for Student Support Programs
 (Appropriate Administrator)

Department: WellCat Prevention

Division: Student Affairs College (if applicable): _____

Reason:
 Vacant Position Revision Performance Evaluation New Hire

Is this a new position? Yes

Classification Title: Administrator I Job Code: 3318 Identifier - M80

Position Number: _____ Level/Range/Grade: 1

Pay Plan: 10/12 month 11/12 month 12/12 month Time Base: 1.00 Check box if Intermittent

B. POSITION PURPOSE

Reporting to the Associate Vice President for Student Affairs and under the general direction of the Assistant Vice President of Equal Opportunity and Dispute Resolution, the Director of Prevention and Education will coordinate the oversight of University prevention and education planning and programming in accordance with relevant federal and state laws and systemwide CSU policies.

The Director of Prevention and Education is responsible for developing a strategic plan and implementing evidence-based programs and initiatives that prevent sexual misconduct, discrimination, harassment, and retaliation and promote a safe living, learning, and working environment. The coordinator will work collaboratively with various campus departments and student organizations to design and deliver educational programs and events that raise awareness of issues related to the CSU Nondiscrimination Policy.

The Director of Prevention and Education is crucial in fostering a campus community prioritizing safety, respect, and support for all individuals. This position offers an opportunity to make a meaningful impact and contribute to the overall well-being of the campus community.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

The person holding this position is considered a "Limited Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent.

Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Department Chair/Program Director (all levels), CAT 02).

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this positions. Other functions consistent with your *Classification Standards* may be assigned as deemed necessary.

Does this position have Supervisory Responsibility? _____

List of Functional Category with Responsibilities:

% of Time	Priority Weight
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TRAINING

- With assistance from the Chancellor's Office, develop a strategic plan for University prevention programming that identifies training requirements under federal and state law and CSU policy, all constituencies and constituent groups in need of training, and all potential University partners that can collaborate to deliver content.
- Develop core principles and standards for content development.
- Proactively coordinate with system-level subject matter experts to assist with education, training, materials, and communications related to complex and difficult issues facing all CSU institutions.
- Evaluate and develop the potential opportunities for curricular or course-based programming of credential-based options.
- Identify opportunities for virtual and in-person engagement.
- Provide relevant training to campus partners and campus community.
- Coordinate and facilitate bystander intervention training sessions to empower students, faculty, and staff to intervene in situations of potential harm or violence.

40%	
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OUTREACH:

- Collaborate with Equal Opportunity and Dispute Resolution in convening and overseeing a University-wide Prevention and Education Advisory/Oversight Committee to coordinate and align programming across campus.
- Develop a dedicated webpage for prevention and campus programming that is kept current, facilitates distribution of prevention and education materials, and incorporates the opportunity for feedback and recommendations.
- Partner with University Communications to coordinate and implement prevention and education marketing, including orientation and training opportunities, mandated communication, event promotion, online modules, and recurring or annual campaigns or programming
- Identify platforms including social media to distribute programming information on a regular basis.
- Develop consistent on-campus opportunities to be visible and present in the community.
- Actively assist, coordinate, and collaborate with the Title IX Coordinator or personnel designated by the Title IX Coordinator in developing and providing campuswide awareness and outreach activities, including prevention activities.
- Identify and collaborate with University partners who provide programming, including affinity and identity-based centers and Student Affairs personnel.
- Develop and maintain partnerships with community partners, law enforcement, health providers, campus departments, and student organizations to promote awareness and understanding of prevention education initiatives and enhance services.
- Conduct community outreach and education, including workshops and seminars on relevant social issues, to build trust and improve police-community relations.

30%	
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DATA ANALYSIS/REPORTING

- Ensure that programming is coordinated, communicated and tracked.
- Assess data relevant to services and advocacy provided while maintaining confidentiality, as well as analyze data to evaluate the impact and effectiveness of prevention education programs and initiatives and use findings to inform program improvements.
- Stay informed about current trends, research, and best practices in prevention education and utilize

20%	
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List of Functional Category with Responsibilities:

% of
Time Priority
 Weight

this knowledge to enhance program effectiveness.

SUPERVISION & LEAD WORK

- Engage students in the development and delivery of programming through peer educator/peer advocate programs.
- Identify student leaders who can serve as ambassadors/promoters of this work.
- Participate in committees, task forces, national conferences, listservs, networking events, and other opportunities to coordinate with other professionals dedicated to prevention.
- Recruit, select, train, schedule, and guide student employees.
- Serve as a resource and advisor to campus administrators, faculty, and staff on issues related to prevention education, including policy development.
- Serve as a liaison between Prevention Education, University Police, and EODR.
- Oversee and advise the Smart Recovery student organization, supervising graduate assistants and organizing weekly meetings.
- Conduct one-on-one risk reduction and wellness consultations with students based on prevention needs.
- Provide oversight for online alcohol and drug prevention education to meet federal regulations.

10%	
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Total should equal 100% Time and 100 Weight	Total	100%	0
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D. MANAGEMENT STANDARDS AND EXPECTATIONS

As a member of the management team, you are expected to meet the following standards:

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multicultural environment.

Additional Standards and Expectations

Replace this text with additional standards and expectations. This box will expand as needed when you tab to next field.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Comprehensive knowledge of:

- * Campus processes, protocols and procedures.

- * Principles and techniques of planning, administration, and management.
- * Organizational structure, functions and activities of higher education.
- * Business arithmetic, grammar, punctuation, and spelling.

Thorough knowledge of:

- * Local, state, and federal governmental processes.
- * Strategic and integrated planning processes.
- * Modern equipment, office methods, procedures, and practices.
- * Computer software such as Microsoft Word, Excel, Outlook, and Google programs.

Proficiency with the use of standard office equipment (computers, copiers, phones, fax).

SKILLS:

Incumbent must possess demonstrated:

- * Interpersonal skills in a demanding environment.
- * Negotiation skills.
- * Written and verbal skills and the competence to effectively present information in either format.
- * Organizational, teamwork and time-management skills.
- * Leadership skills within this area of expertise.
- * Analytical, problem solving and critical thinking skills within a complex work environment.
- * Independent judgment and critical decision-making skills.
- * Initiative, integrity, and openness.
- * Commitment and sensitivity to multicultural needs, issues and opportunities.

ABILITIES:

Incumbent must have the ability to:

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Incumbent must be able to:

- * Work independently with minimal supervision, exhibiting high levels of attention to detail, time management, and follow-through.
- * Establish measurable goals and objectives; develop and implement strategies to achieve them.
- * Analyze complex issues, develop and implement programs, write appropriate reports, and make recommendations.
- * Maintain confidentiality and appropriately handle sensitive communications.
- * Build consensus around issues and influence various constituencies within diverse populations.
- * Understand problems from a broader perspective, incorporating feedback and ideas of others.
- * Anticipate the impact of changes and/or solutions on other areas and facilitate processes accordingly.
- * Understand the roles and responsibilities of others and gauge relationships by taking into account the variety of the interrelationships, motivations and goals of the members of the organizations served.
- * Gain acceptance of implemented operations based on positive working relationships and recognition and understanding of the need for teamwork.
- * Develop and maintain cooperative working relationships with a diverse population of community members, faculty, staff, and students as well as, appropriate officials at other state colleges and universities, the Chancellor's Office and the State of California
- * Prioritize and manage complex projects while meeting deadlines.
- * Visualize needed changes and improvements in programs, developing innovative solutions.
- * Collect and analyze data/information, draw conclusions from the analysis, and make recommendations.
- * Utilize various statistical and research methods.
- * Prepare and present oral and written reports/data which are clear, concise, and comprehensive to a diverse audience.
- * Continually increase the range of comprehension and knowledge of the theoretical and practical aspects of the work.
- * Use tact, diplomacy and discretion when handling sensitive and/or confidential matters or materials.
- * Adapt to the dynamics of organizational, procedural and policy changes.
- * Adjust to change, demonstrate flexibility and patience with changing expectations such as technology, responsibilities and assignments.
- * Participate in meetings or events during nights and weekends.
- * Perform duties as assigned.

2. Education and/or Experience

A Master's degree or the equivalent in psychology, social work, public health, education, or a related field AND a minimum of 3 years of supervisory experience in prevention education, advocacy, or related fields.

Or

A Bachelor's degree or the equivalent in psychology, social work, public health, education, or a related field AND a minimum of 5 years of supervisory experience in prevention education, advocacy, or related fields.

Experience in program development, implementation, and evaluation of college-aged student health education programs, including the ability to collect and analyze data to measure program outcomes. Experience presenting and facilitating educational programming online and in person.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating standard office equipment for long periods of time and frequently moving about inside the office. There will be instances when the incumbent must make presentations in front of large groups, in noisy environments, often without the assistance of microphones or other devices. Must be able to travel across campus to other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

The position involves frequent interaction with students, parents, and colleagues to perform essential job functions. Must be comfortable relating to students in both formal and informal settings while maintaining a professional relationship. A typical office environment and equipment are the norm. Service delivery can vary from individual sessions, small and large group presentations, and meetings, on and off campus. The position may require occasional overnight travel. Travel is via private vehicle, rental car, shuttle or plane. This is a fast-paced environment requiring a flexible schedule. Early morning, evening or weekend hours may be required, as needed to travel and complete work, projects or reports. May occasionally work outside and locations may include even and uneven walking surfaces, exposure to weather changes such as temperatures, humidity or precipitation. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

Replace this text with preferences. This box will expand as needed when you tab to next field.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____