

# Carleton College Non-Exempt Job Description

**Job Title:** Sexual Violence Prevention Coordinator - Grade 10

**Reports To (Title):** Title IX Coordinator

**Department:** Sexual Misconduct Prevention & Response

**Division:** Dean of Students

**Revision Date:** May 2021

**Submitted by:** Laura Riehle-Merrill, Title IX Coordinator

## **Position Overview:**

The Sexual Violence Prevention Coordinator will support Sexual Misconduct Prevention & Response efforts to foster a working, learning and living environment that is free from sex-based discrimination, particularly sexual assault, dating violence, domestic violence, stalking, and other forms of harassment. In addition to facilitating all current sexual violence prevention efforts, the position will also coordinate strategic planning for new programming, and assist with training and response to sexual misconduct. This is an 11-month .92 FTE position. This position is eligible for the College's full benefits package.

## **Essential Job Functions – Responsibilities**

- Coordinate all aspects of sexual violence prevention programming at the College, including developing original programming and implementing Green Dot Bystander Intervention program and Everfi online courses
- Develop strategic plan, including assessment strategy, for 4-year comprehensive model for sexual violence prevention
- Support Title IX Coordinator and senior leadership in Physical Education, Athletics and Recreation (PEAR) in compliance with annual NCAA sexual violence prevention education requirement for 20 varsity sports (400 student athletes) and 60 faculty and staff
- Analyze data from campus climate surveys and Everfi online courses to construct campus-appropriate programming
- Create programming to educate and train 24 sport clubs (450 participants)
- Chair Sexual Violence Prevention Athlete Advisory Committee (SVPAAC) and coordinate termly meetings
- Supervise a team of student peer educators, including initial onboarding, weekly staff meetings, professional development, and individual weekly check-ins
- Serve as Sexual Misconduct Prevention and Response (SMPR) representative on Student Life Peer Leader Committee and CarITalk Committee
- Design and deliver New Student Week programming
- Assist with data collection, assessment, and information sharing
- Attend weekly Title IX Lead Team meetings; inform group on prevention programming
- Assist Title IX Coordinator in providing ongoing training and materials for Community Board for Sexual Misconduct (CBSM) and Sexual Misconduct Support (SMS) Advisers; attend all training sessions
- Update website content, updates, and maintenance
- Oversee social media platforms, including Facebook and Instagram, create new content, and increase followers
- Maintain meeting notes and confidential records
- Coordinate state reports, reports to the community and other key documents

## **Required qualifications**

A Bachelor's degree and a directly relevant internship/experience in higher education or public health  
**OR**

A Master's degree and a directly relevant internship/experience in higher education or public health

- Experience in sexual violence prevention or response, higher education, or public health.

- Ability to develop, lead, and effectively facilitate prevention programming.
- Excellent judgement, ability to maintain fair and neutral position in significant disputes, and ability to work independently.
- Strong organization, planning, analytical, problem solving, and written and verbal communication skills.
- Strong interpersonal skills.

**In addition to meeting the above required qualifications, the following are highly desired:**

- Current or recent experience in sexual violence program education, training
- Program management experience similar to Green Dot Bystander Intervention program and Everfi
- Experience planning, developing and leading the implementation of Sexual Violence Prevention programs
- Experience analyzing, gathering and compiling data and research
- Experience writing and creating new content to increase follower base and updating and maintaining websites and social media platforms, including Facebook and Instagram
- Knowledge and understanding of the liberal arts college experience
- Experience working with students in a collaborative setting

Carleton College is an AA/EEO employer. We are committed to developing our staff to better reflect the diversity of our student body and American society. Members of underrepresented groups are strongly encouraged to apply.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Last date reviewed: \_\_\_\_\_

Reviewed by (position title): \_\_\_\_\_