Education, Outreach and Advocacy Graduate Assistantship
(1 position: 20 hours/week)

Under the general supervision of the Program Coordinator/Lead Advocate of Sexual Assault and Violence Intervention & Prevention (SAVIP) and the Program Coordinator, the incumbent will be responsible for planning, implementing, and evaluating comprehensive interpersonal violence prevention programs for the University community. The job duties for this position include, but are not limited to, the following:

Essential Functions:

- Utilize SPSS to enter presentation evaluation data from all SAVIP presentations; present findings to supervisor
- Assist with planning and participating in primary prevention campaigns for Domestic Violence Awareness Month, Sexual Assault Awareness Month, Stalking Awareness Month, Sexual Assault Awareness month, etc.
- Assist in planning and implementation of the Hero Awards
- Attend Women’s Self-Defense classes as a SAVIP representative to discuss available services
- Coordinate and facilitate various workshops around interpersonal violence, consent, healthy relationships, etc.
- Provide advocacy and crisis intervention services to faculty, staff, and students affected by interpersonal violence
- Participate as a member of the SAVIP on-call team
- Submit monthly report of activities to supervisor.
- Assist with preparing and editing survivor resource materials and clinical documents

Other Office Duties:

- Coordinate campus-wide awareness campaigns as assigned to include table tents, bulletin boards, and Greene Street tables
- Develop and foster working relationships with campus partners such as Campus Wellness; Healthy Carolina; University Housing; University 101; Substance Abuse Prevention & Education; Multicultural Student Affairs; Bisexual, Gay, Lesbian, Student Association (BGLSA); and International Student Programs
- SAVIP office: Provide administrative coverage (e.g. answer phones, assist walk-in clients) as needed

Skill Requirements:

- Strong interpersonal, programming, and organizational skills
- Ability to mentor, lead, and inspire college-aged young adults and/or faculty/staff
- Knowledge of basic Microsoft Office programs, including Word, PowerPoint, and Publisher
- Knowledge of SPSS preferred
- Effective oral and written communication skills
- Ability to work with diverse populations
- Professionalism and attention to detail
- Ability to work without constant supervision
- Ability to facilitate community health workshops
- Ability to work cooperatively with team members
- Ability to maintain confidentiality in working with and advocating for students
- Interest in interpersonal violence issues

Additional Expectations:

This position requires occasional evening and weekend work, to include facilitating presentations and training workshops to student groups.

Salary and Dates of Employment:

- This position provides in-state tuition rates.
- This position is for one academic year, including fall and spring semesters. The start date for this position is early August 2016 and the end date is early May 2017. For more information about Student Health Services and Campus Wellness programs visit the web: [http://www.sa.sc.edu/shs](http://www.sa.sc.edu/shs)

To apply for this position, please submit the online application, a statement of interest (300-500 words), and your current resume/CV on the Student Health Services website [https://www.sa.sc.edu/shs/aboutus/careers/](https://www.sa.sc.edu/shs/aboutus/careers/). The deadline for application is April 5, 2016.

Training and education will be provided to the incumbent. For more information contact Whitney Sudduth, Administrative Specialist, at (803)777-8248 or simmon36@mailbox.sc.edu.