Position Description

Working Title: Graduate Assistant
Home Department: Project Safe Center for Sexual Misconduct Prevention and Response > Dean of Students

Last Updated: January 2022

Position Summary:
The Graduate Assistant is part of the Project Safe Center for Sexual Misconduct Prevention and Response in the Dean of Students division at Vanderbilt University. The Graduate Assistant will assist in the prevention education efforts offered by the Project Safe Center’s team of Prevention Educators, will engage in promotional and educational efforts on behalf of the office on social media and across campus, and may provide victim advocacy information and services to University community members.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The mission of the Project Safe Center is to provide information, support, referrals, and education about sexual and intimate partner violence (including sexual harassment, sexual assault, dating violence, domestic violence, and stalking), as well as consent, healthy relationships, and healthy sexuality to the Vanderbilt University community. Project Safe serves as a central resource for those impacted by sexual and interpersonal violence and may assist those navigating the University’s resource and support network (including the University Counseling Center, Student Health Center, the Title IX Office, Equal Opportunity and Access, the Employee Assistance Program, the Vanderbilt University Police Department, and more), as well as external support and law enforcement resources.

Project Safe is housed within Community Standards and Student Support, which promotes good citizenship and a culture of care and wellbeing within the Vanderbilt University community. This is accomplished by providing systematic and holistic education, outreach, and support services that aid and empower students in identifying and managing challenges that may impede academic or personal success; developing and implementing programs and training for faculty, staff, and students that focus on fostering and supporting mental, physical, and sexual health as well as resiliency and self-advocacy among students; educating the community on and serving as the central resource for students who have been impacted by sexual misconduct and intimate partner violence; addressing the needs of students who are in distress or have experienced a crisis or trauma, and connecting them to appropriate resources and services on campus; and setting and upholding community standards for students to encourage and

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facilitate accountability, respect, and responsible decision-making. Through our efforts, we seek to create a healthy and safe campus community in which students thrive academically and personally.

About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff are committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Key Functions and Expected Performance:

- Assist and/or facilitate bystander intervention, dating violence prevention, consent education, healthy relationships education, and boundary-setting education and trainings for students and staff (training for facilitation will be provided)
- Develop and post promotional content designed to raise awareness, educate, and/or promote interpersonal violence prevention strategies, trainings, and events
- Assist with the coordination of Project Safe Center programs and events
- Represent the Project Safe Center at University outreach and recruitment events
- Coordinate and update University calendars and event management systems with information about upcoming events offered by the Project Safe Center
- Participate in division-wide events as needed (Move-In Day, Rites of Spring, Diverse ‘Dores Day, MLK Day, etc.) to support colleagues and ensure these events run smoothly.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

Supervisory Relationships:
This position reports administratively and functionally to the Director of the Project Safe Center.

Education and Certifications:

- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

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Experience and Skills:

- Ability to work independently is necessary.
- High level of attention to detail is necessary.
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- Ability to handle sensitive information and maintain confidentiality is necessary.
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- Maintain excellent verbal, written, and electronic communication with supervisor
- Familiarity and/or comfort with the provision of sexual health education and victim services from an inclusive, victim-centered and trauma-informed framework sensitive to the intersections of gender, race, sexual orientation, and other aspects of individual and cultural identity is strongly preferred.
- Crisis-management or other experience interacting with students experiencing distress is preferred.
- The graduate assistant will generally not provide individual victim advocacy services directly but may have the opportunity to observe and practice victim advocacy skills, if desired.
- Attend DOS graduate assistant meetings and other meetings as required by supervisor
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.
- Uphold the University’s Community Creed and Honor Code and abide by all University policies.

Compensation

GA: The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.