



**SAFE (Sexual Assault and Abuse Free Environment) Graduate Assistant
Student Engagement & Enrollment Services
Women's & Gender Equity Center**

Job Summary: The SAFE (Sexual Assault Free Environment) graduate assistant will promote the Center's mission by coordinating programs and services for the SAFE Program. The SAFE Graduate Assistant will primarily be responsible for coordinating the M-POWER Peer Education Network and the Red Flag Campaign.

Office Website: www.odu.edu/wgec

Contact: wgec@odu.edu

Duties & Responsibilities:

- Coordinate the M-Power Peer Education Network and the Red Flag Campaign
- Recruitment of peer educators, continuing interaction with peer educators and coordination of trainings, meetings, and presentations for peer educators
- Assist with and staff the presentation of educational programs related to sexual, relationship, and interpersonal violence
- Program development for awareness months, holidays, and other events specific to the W&GEC
- Researching and updating resources, curriculums, grant proposals and other information related to sexual, relationship, and interpersonal violence on a college campus
- Execute evening and weekend programming as needed
- Support SEES in collecting assessment data
- May perform other duties as assigned

Required Skills/Qualifications:

- Graduate student in good standing
- Excellent communication, interpersonal, and research skills
- Experience with public speaking and group facilitation
- At least one graduate level course in Women and Gender Studies or related field
- Academic experience and/or practical training in issues related to sexual, relationship, and interpersonal violence, program planning and/or coordination as well as a desire to work with students in the peer education program.
- An understanding of the special problems women and students of marginalized genders may face on Old Dominion University's campus
- An interest in working with non-binary and women-identified students
- The ability to create interesting and exciting new programs to address the population's needs

Employment Schedule/Hours: The GA is expected to work a set schedule totaling 20 hours per week, in accordance with their courses, with the ability to flex time as needed for events/programs.



Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program (Education, Higher Education, Sociology, Humanities, Women's Studies, International Studies, Psychology, Criminology, Health Sciences, Counseling, Public Health) at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal.

Knowledge and Skills Derived from Experience:

- GA will obtain in-depth knowledge of community/University agencies that serve as referral resources for students and others.
- GA will gain knowledge about sexual, relationships, and interpersonal violence through coordination of peer education program.
- GA will become familiar with university sexual assault policy and procedures.
- GA will learn about program development/execution, marketing, curriculum development and assessment.
- GA will obtain experience working with committees and teams.
- GA will develop an awareness of sexual, relationship, and interpersonal violence issues through researching and reporting data.
- GA will enhance their communication skills with diverse student populations.

Compensation: Annual stipend of \$18,500 will be paid over fall (\$7,500), spring (\$7,500), and summer (\$3,500) semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: The length of the graduate assistantship is 12 months.

Old Dominion University
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