



## ASSAULT SURVIVORS ADVOCACY PROGRAM GRADUATE ASSISTANT : ADVOCACY PROGRAM POSITION DESCRIPTION 2024 - 2025

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Departmental Mission: The mission of the Assault Survivors Advocacy Program (ASAP) is to provide 24/7 confidential services including crisis intervention and response, advocacy, resources and support to UNC students, faculty, staff, alumni and concerned others impacted by sexual violence, intimate partner violence and stalking. Through community awareness and education, we aim to foster a violence free campus and create a culture of care where survivors are believed, supported, and empowered. The Graduate Assistant plays a critical role in supporting ASAP's peer advocacy program by providing supervision, support, and training to peer intern and volunteer advocates.

**POSITION EXPECTATIONS:** The main responsibility of the Graduate Assistant position is to provide administrative and supervision support to the peer advocacy program with the Assault Survivors Advocacy Program. This is accomplished by the following expectations:

### ***Training and Supervision – 30%***

- Support new interns and volunteers through an in-depth 40 hours advocate training at the beginning of Fall and Spring Semester.
- Develop content and deliver presentations to advocates during training that help to develop their skills as advocates, increase their understanding of different options, processes, and resources available.
- Provide on-going supervision for interns throughout internship or volunteer period including supporting advocates with advocacy services
- Develop and plan on-going training opportunities for advocates through weekly advocate meetings to continue to develop survivor serving skills and knowledge

### ***Data Management and Program Evaluation– 40%***

- Support the Assistant Director in planning and implementation of annual program evaluations of learning objectives outlined for the peer advocacy program and survivors utilizing ASAP services.
- Develop evaluation tools to collect program evaluation data and support program in reporting outcomes.
- Collect and organize service utilization data.
- Analyze data collected to inform program goals and to report on program outcomes.

### ***Administrative Support and Advocacy –30%***

- Create semester based on-call schedule
- Communicate with advocates about additional opportunities to engage with the ASAP office and campus wide events.
- Serve as 3<sup>rd</sup> or 4<sup>th</sup> on call for every on-call shift during the semester to support on- call advocates and to be available for questions and debriefing.
- Serve consistent office hours to be available for peer advocates to ask questions when serving survivors during their office hours.

### ***Professionalism & Role Modeling***

- ASAP Staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should carry themselves in a professional manner when interacting with supervisors, peers, campus partners, community members, and students.
- Maintain an effective working relationship with all people in the work environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision making and evaluative skills.

**MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

- 18 office hours per week and weekly on-call shifts.
- Must be able to pass a background check and be in good standing with the University. No conduct related issues related to the ASAP's service population and topics.
- Must be willing to occasionally work outside the 9:00am to 5:00pm office schedule if called out to support a survivor.

**(IF NEEDED) TRAINING COMMITMENTS:**

- The Graduate Assistant is required to be at the 40 hour advocate trainings that are held the week before classes start for both Fall and Spring Semesters.

**COMPENSATION:**

- This is a funded position with a Tuition Stipend

**CONTRACT PERIOD FOR POSITION:**

The Graduate Assistant position is a 12 month student leadership opportunity. The contract period is for the fiscal year and summer semester. The contract period includes all pre-service and in-service training.

**TO APPLY:**

Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address) and cover letter detailing interest in this specific position to [advocacy@unco.edu](mailto:advocacy@unco.edu).

**APPLICATION DEADLINE:** Application review will begin April 1st, 2024.

**EMPLOYMENT OUTCOMES:**

In this position you gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result, of performing the job responsibilities of this graduate assistant position students will increase their knowledge, skills and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- **Developing Helping Skills and Supporting individuals in Crisis**- specialized training and experience in supporting individuals in crisis, developing helping skills, knowledge of community resources, and working with other helping professionals to support others.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities and religions. Demonstrating, inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.

**Student Affairs Mission**

We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.