

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Confidential Resource Advisor - Human Resources**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$4,500**Monthly Stipend:** \$500**Scholarship Amount:** \$3,000 (in-state) / \$5,000 (out-of-state)**Supervisor Name:** Sam Figard**Supervisor Email:** samantha.figard@maine.edu**Supervisor Phone:** 2077804572**Position Details:****Statement of Job and Essential Functions:****Position Details**

The Graduate Assistant will play a key role in supporting the development and implementation of initiatives aimed at raising awareness and preventing interpersonal violence within the university community, placing a strong emphasis on Diversity, Equity, and Inclusion. This position is designed to provide a unique opportunity for a graduate student to gain hands-on experience in the field of violence prevention, while contributing to the overall well-being and safety of our campus community. Additionally, this role involves collaborating and developing an It's On Us chapter with student leaders to enhance campus-wide efforts.

What is interpersonal violence? Interpersonal violence refers to any intentional use of physical force or power, threatened or actual, against oneself, another individual, or a group. This type of violence occurs between people and may involve various forms, including physical, sexual, psychological, or economic harm. Interpersonal violence can occur in a variety of settings, such as domestic violence, dating violence, sexual assault, and community violence.

Duties

This position can work on a range of responsibilities based on current program needs and timing as well as the Graduate Assistant's particular interests in violence prevention and awareness. Possible duties may include:

Program Development:

- Collaborate with the supervisor to design and implement innovative awareness and educational programs focused on preventing interpersonal violence.
- Research and stay informed about best practices in violence prevention, bystander intervention, consent education, and related topics.

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- Infuse a DEI lens into program development, ensuring inclusivity and cultural sensitivity.

Training and Workshops:

- Assist in the facilitation of workshops and training sessions for students, staff, and faculty on topics related to interpersonal violence prevention (can be hosted virtually, if fully remote)
- Assist in the development of training materials and resources for various campus groups.
- Integrate DEI principles into training materials, ensuring content resonates with a diverse audience.

Campaign Coordination:

- Plan, execute, and evaluate awareness campaigns promoting a culture of consent, respect, and bystander intervention.
- Utilize various communication channels, including social media, to disseminate information and engage the campus community.

Collaboration and Outreach:

- Establish and maintain partnerships with student organizations, academic departments, and community organizations to enhance the reach and impact of prevention initiatives.
- Oversee and support the activities of the It's On Us chapter, working closely with student leaders to empower and guide their efforts.

Student Leadership Support (see below)

Supervisory Responsibilities:

Student Leadership Support:

- Mentor and provide guidance to student leaders within the It's On Us chapter, fostering their development as advocates for interpersonal violence prevention.
- Collaborate with student leaders to plan and execute events, initiatives, and campaigns aimed at creating a safer campus environment.

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

samantha.figard@maine.edu

External Contacts:

N/A

Knowledge, Skills, and Abilities:

- Have strong administrative and organizational skills
- Interest in supporting both students and employees
- Sensitivity to the needs and experiences of survivors
- Have excellent oral and written communication skills
- Ability to work collaboratively and independently
- Knowledge of interpersonal violence prevention strategies and best practices, with a DEI lens
- Be creative and demonstrate initiative in helping adapt and evolve programs

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- Be familiar with Google Suite
- Maintain confidentiality
- Represent the department in a professional manner
- Allow for some scheduling flexibility to help support events, including occasional evening hours

Required Qualifications:

- The individual selected for this position will be required to take a 1-hour mandatory reporter training, provided at no cost
- Must not be a University of Maine System employee

Preferred Qualifications:

Strong interest or experience in prevention education as related to interpersonal violence

To Apply:

Submit your resume and cover letter via email to Sam Figard (samantha.figard@maine.edu).