

JOB DESCRIPTION CAMPUS COORDINATOR

General Nature of Position: The Campus Coordinator is responsible for developing an initiative that addresses improved coordination between campus personnel, rape crisis centers, local law enforcement, and county prosecutors to allow for a coordinated response to sexual violence, including sexual violence prevention, on college campuses. This position will have a significant amount of travel. This is a full-time, exempt position.

Preferred Qualifications: Associate or higher degree and/or 3/5 years of relevant experience. Skills in training and team building. Strong communication, organizational and writing skills. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

Reports to: Associate Director

Specific Duties:

- Identify Best Practices—
 - Research existing best practices or tools regarding campus sexual assault, from post-assault response to sexual violence primary prevention, to support development or enhancement of policies and practices in New York State.
 - Conduct outreach to agencies already doing excellent work regarding campus sexual violence to help inform project activities.
 - Work with NYSCASA advisory group and/or community groups for feedback on policies and materials.
 - Make recommendations for best practices and policies to address campus sexual assault.
 - Review and give feedback to policymakers regarding proposed campus sexual assault legislation and the impacts, including unintended consequences, on sexual assault victims.
- Support Intervention and Prevention Services—
 - Develop and implement a Memorandum of Understanding to outline rape crisis programs' responsibilities on the project.
 - Maintain outreach and coordination with local rape crisis programs.
- Promote Coordinated Collaboration—
 - Create a local/regional plan, in collaboration with the rape crisis programs, to effectively engage campus, law enforcement, prosecutorial, medical, and mental health professionals in addressing campus sexual assault.
 - Plan, convene, facilitate, and/or attend meetings to develop collaborations to establish or strengthen Sexual Assault Response Teams (SARTs) specifically to address campus sexual assault.

- Establish a statewide consortium consisting of representatives from colleges, universities, rape crisis programs, county prosecutors, law enforcement community agencies, Sexual Assault Nurse Examiners, and any additional disciplines/ organizations that support a coordinated response to campus sexual violence; coordinate and facilitate meetings and communications with the statewide consortium.
- Provide Training and Technical Assistance—
 - Increase multidisciplinary professionals' knowledge of effective responses to campus sexual violence.
 - Create campus sexual assault listserv to provide ongoing technical assistance and related information and resources.
 - Facilitate and coordinate cross-training activities regarding the roles and responsibilities of SART members.
 - Host an expert to provide training on the Clery Act and Title IX.
 - Respond to technical assistance and consultation requests regarding campus sexual assault from rape crisis victim advocates, allied professionals, and others via phone, email, in-person, and other avenues.
- Other Activities—
 - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
 - Complete required reports.
 - Participate in professional development.
 - Attend NYSCASA meetings.
 - Assist with NYSCASA's annual conference and any other events.
 - Perform other duties as assigned by the Associate Director.

Salary Range: \$30,000-\$40,000

Prepared February 2016