SAFER – GRADUATE ASSISTANT JOB DESCRIPTION

APPOINTMENT: 2024-2025 Academic Year
WEEKLY HOURS: 20 hours/week, including some nights and weekends
SALARY: $17/hour
SUPERVISION: Jennifer MacMartin (she/hers), Violence Prevention Specialist

ABOUT SAFER
Safer is Cal Poly’s prevention education & confidential advocacy resource for sexual assault, intimate partner violence, domestic violence, stalking, sexual exploitation and harassment. Located within Campus Health and Wellbeing, Safer offers holistic services to the entire campus community regarding gender- & power-based violence. Our Advocacy Staff supports survivors of violence (and their loved ones) directly, by offering confidential crisis support and advocacy, which includes crisis intervention, accompaniments, referrals, and more. Our Prevention Education Staff engages the campus community in setting pro-social behavior norms and encouraging community accountability, so this violence never occurs in the first place.

Our Mission: A campus community free from all forms of gender- and power-based violence and the societal factors perpetuating that violence, and one where comprehensive support is readily available for those impacted.

Our Vision: Safer strives to eradicate and prevent all forms of gender- & power-based violence from occurring on the Cal Poly campus whilst nurturing a supportive and inclusive environment for all survivors through robust prevention education and advocacy services.

Our Values: Survivor-Centered | Trauma-Informed | Inclusive | Accessible | Student-Driven

ABOUT CAMPUS HEALTH & WELLBEING
The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

POSITION SUMMARY
The Graduate Assistant serves to develop and support our undergraduate student team of student assistants, interns and volunteers. The Graduate Assistant will oversee our quarterly Safer Leadership Training (SLT), as well as manage all SLT graduates as Safer volunteers. This position will lead the development of Safer’s quarterly Action Months (Dating Violence Action Month in October, Stalking Action Month in January, and Sexual Assault Action Month in April). They will also liaise with the professional staff and undergraduate student team through event planning, educational offerings, and weekly meetings.
BENEFITS

- Be on the forefront of social justice & culture change at Cal Poly
- Hands-on experience with public health & community organizing
- Professional staff supervisors may provide references or write letters of recommendation for future job opportunities, education, etc.
- This position may fulfill internship/field experience requirements for various programs

RESPONSIBILITIES

- OFFICE: Maintain 15-20 in-person office hours per week (which include Safer staff meeting times and CH&W peer staff meeting times), including occasional nights and weekends
- SAFER LEADERSHIP TRAINING FACILITATION
  - Organize and facilitate Safer Leadership Training, an 8-week extracurricular course offered quarterly to Cal Poly students
  - Collaborate with on- and off-campus partners for guest presentations
  - Collect pre- and post-test data, updating curriculum as needed
- VOLUNTEER MANAGEMENT
  - Orient new volunteers to Safer after competition of Safer Leadership Training
  - Offer monthly continuing education series and socials for volunteers and student staff
  - Develop volunteer opportunities, support passion projects
  - Recruit and organize volunteers for event support, booting, etc.
- ACTION MONTH DEVELOPMENT & ORGANIZATION
  - In partnership with the Violence Prevention Specialist, serve as Action Month Planning Lead, coordinating events for Safer’s quarterly Action Months (Dating Violence Action Month in October, Stalking Action Month in January, and Sexual Assault Action Month in April)
  - Coordinate with campus and community partners
  - Organize and lead undergraduate student team
- OTHER DUTIES AS ASSIGNED
  - Graduate Assistants may develop programming or projects that align with their own passion/research areas, as desired

ACADEMIC REQUIREMENTS

- Must be enrolled as a Cal Poly graduate student for 2024-2025
- Must be in good academic and judicial standing (quarter prior to and during time of employment)
- Must have a minimum cumulative GPA of 2.2

REQUIRED QUALIFICATIONS

- Ability to articulate issues regarding gender- & power-based violence prevention & response
- Demonstrated commitment to social justice, anti-oppression work, and gender- & power-based violence prevention and education
• Ability to work within the philosophy, mission, and purpose of Safer
• Ability to work well with others on a diverse and collaborative team
• Strong interpersonal communication skills
• Demonstrated ability to work autonomously, multi-task, and manage time effectively
• Completion of Safer Leadership Training (prior to beginning position, or within first quarter of position beginning)

PREFERRED QUALIFICATIONS
• Experience with volunteer management & engagement
• Experience in event planning & logistics
• Comfortability with public speaking