



JOB TITLE: Graduate Assistant for Prevention Education

DEPARTMENT: Office for Equity, Access & Opportunity

PRIMARY SUPERVISOR: Title IX Coordinator

GENERAL JOB DESCRIPTION:

The Graduate Assistant for Prevention Education will provide departmental assistance and customer service support to facilitate the administration of educational programs in accordance with the Office for Equity, Access, & Opportunity's Comprehensive Prevention Plan and applicable civil rights laws related to campus response and prevention for power-based personal violence. The Graduate Assistant for Prevention Education will be responsible for both short and long-term projects in the office that directly relate to ongoing prevention and awareness efforts. The Graduate Assistant will have some experience and/or knowledge of power-based personal violence prevention, trauma-informed response, peer-to-peer education, and will be able to rapidly assume all responsibilities related to the position in a professional manner that reflects the mission of Tiffin University. The position will assist in ensuring compliance with federal regulations and guidance while striving to advance initiatives beyond the requirements.

MAJOR DUTIES & RESPONSIBILITIES:

- Develop peer-to-peer prevention and outreach programs centered around sexual assault prevention, dating/domestic violence prevention, bystander intervention, consent education, etc.
- Assist with the recruitment, hiring, training, and supervising of EAO Ambassadors.
- Manage and oversee the Dragon Cupboard; including but not limited to filling orders, pantry upkeep and organization, inventory, and shopping for supplies.
- Create social media content in accordance with the EAO Office's Comprehensive Prevention Plan and manage Resource Center social media accounts.
- Attend required training and bi-weekly supervision meetings.
- Create print resources and educational materials for Resource Center and outreach events.
- Exhibit student centeredness in performance of all job duties.
- Remain current with higher education issues and trends related to Title IX, FERPA, etc.
- Assumes additional responsibilities and performs all special projects as needed or directed by direct report.
- Commitment to represent the University and the Office for Equity, Access, & Opportunity in a professional and positive manner; both on and off duty.

QUALIFICATIONS FOR THE JOB:

Education:

- Bachelor's degree from a regionally accredited institution
- Must be a current TU Graduate Student
- Experience in an office or administrative capacity or a role providing similar services and assistance.
- Demonstrated success in networking across departments and programs.

Other:

- Knowledge of Title IX & FERPA
- Ability to handle sensitive issues
- Commitment to confidentiality
- Excellent listening, oral, written communication skills that promote effective working relationships with diverse populations
- Ability to work both collaboratively and independently
- Strong supervisory skills to supervise student workers
- Ability to work efficiently under time constraints
- Experience and knowledge of Microsoft Office, Google Drive, and Canva

KEY COMPETENCIES:

- *Interdependence:* Fosters collaboration
- *Communication:* Strong decision making and communication skills
- *Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- *Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together
- *Entrepreneurship:* Influences and Inspires

PHYSICAL REQUIREMENTS:

- Ability to sit and/or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry),*

citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer