Assistant Director Violence Prevention

**Definition of Class**
This is a professional position in which the incumbent oversees the provision of victim services for students affected by sexual misconduct, relationship violence, and stalking; and, programming related to prevention and awareness of these issues. The incumbent is responsible for directing the day-to-day programming activities and supervising the staff of the Violence Prevention Office. The incumbent regularly uses discretion and makes independent decisions when performing the duties of the position. This position reports to the Director of the University Counseling Center.

**Examples of Work Performed**
Oversees the associated activities of the Violence Prevention Office, including fiscal issues, marketing, activities, and training efforts.

Provides supervision and training to assigned individuals.

Serves as an information resource for students, staff, faculty, and parents.

Oversees the scheduling and promoting of the Violence Prevention Program; facilitates programs, and participates in program assessment activities.

Coordinates and participates in the creation of educational materials.

Serves as a liaison between the Violence Prevention Office and other departments and external agencies.

Maintains compliance with the Title IX and Clery Regulations through written documentation, maintaining appropriate files and records, and preparing reports.

Develops and implements victim services programs to serve students affected by sexual misconduct, relationship violence, and stalking.

Schedules appointments, conducts sessions, and performs case management related to health issues.

Provides training on responses to the University Police Department, the University Judicial Council, and other appropriate offices regarding issues related to violence prevention, sexual misconduct, relationship violence, and stalking.

Chairs the Coordinated Community Response Team (CCRT), to ensure campus and community partners work together to provide appropriate services and support programming and educational efforts.

Conducts research and assists with violence prevention, sexual violence, dating violence or stalking research for the University.

Drafts and monitors grants to support the office’s programming, educational, and victim service programs.
Serves as an “On-Call” responder when deemed necessary by the University Police Department or the Dean of Students.

Performs related or similar duties as required or assigned.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages day-to-day operations of a designated service area.
2. Provides advocacy and support services to student victims of sexual misconduct, relationship violence, and stalking.
3. Recruits, selects, trains, evaluates, and supervises various individuals, to include staff members, graduate students, and student workers.
4. Participates in the development, implementation, and assessment of departmental goals.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** A Master’s Degree in social work, counseling, Juris Doctor, or an advanced degree in a related field from an accredited college or university.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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