

Position Title Outreach Assistant

Number of Open Positions 1

Department Name Violence Prevention and Action Center

Position Description

The outreach assistant is a paraprofessional student employee of John Carroll University, Division of Student Affairs. This position works closely with the Program Coordinator of the Violence Prevention and Action Center in developing and implementing programs including the following topics: healthy relationships, relationship violence, stalking, sexual violence, and bystander intervention to the John Carroll University campus community. The assistant will support the Program Coordinator and related programs for Housing & Residence Life, campus-wide awareness campaigns such as Take Back the Night and Sexual Assault Awareness Month in April, providing information and resources for students, faculty and staff.

Responsibilities: Assist with the weekly operations of the VPAC office/20 hours each week in the fall and spring semesters. Assist with creation and implementation of educational programs and trainings for faculty, staff, and students. Assist with assessment of educational programs which will include creating pre and post program surveys to ensure learning objectives are met through educational presentations. Assist with creating and updating marketing materials for the Violence Prevention and Action Center which may include: VPAC website, Facebook page, and other office materials. Train, supervise and coordinate VPAC volunteers. Oversee distribution of posters and other materials. Stay current with the technology and issues our students are facing. Occasional evening and weekend hours to deliver educational programs.

Qualifications: Priority will be given to graduate and/or upper class students. Must have a demonstrated interest and/or experience in educating others on interpersonal violence. Strong written and verbal skills. Strong communication skills including: attention to detail, ability to prioritize tasks, active listening, public speaking, small group and one to one interactions. Ability to work independently. Technology skills: Microsoft office programs, social networking sites. Interested candidates should submit a resume to scerula@jcu.edu. Priority consideration will be given to applicants who apply by August 28, 2015. The successful candidate will receive 15 hours of paid training with the Program Coordinator before starting this position. Once the candidate begins, they will be required to have one hour of supervision each week with the Program Coordinator.

Days and Times Needed

The outreach assistant will work 20 hours each week in the fall 2015 and spring 2016 semesters. This will include occasional evening and weekend hours to deliver educational programming.

Nights or Weekends Required?

Nights & Weekends

Pay Rate

\$10 an hour

Job Location

Violence Prevention and Action Center

Supervisor Name

Stephanie Cerula

Supervisor Phone

216-397-2175

Supervisor Email

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