GVP – Prevention Education & Victim Services GA

Job Description

10 hours/week

The GVP graduate assistant will be based at the Women’s Resource Center (WRC), as part of the Office of Violence Against Women’s Campus Grant team. They will work closely with UNM’s Sexual Misconduct and Assault Response Team (SMART) as well as the Prevention Education working group. SMART, a working group of the University’s larger Campus Coordinated Response Team, is a dedicated group of UNM and community first responders that provide comprehensive services and ongoing training focused on sexual violence response, awareness, and intervention. The Prevention Education working group is a smaller group of staff and faculty focused on providing educational campaigns, workshops, and trainings to our UNM community. With the grant Project Coordinator and working groups’ co-chairs’ support, this position will conduct focus groups with marginalized student populations to tailor future programming and service delivery.

This GA will also work with the team’s Co-Chairs to help organize and schedule agenda items for monthly meetings, take minutes, and help edit written and electronic materials. This GA will be building community with both departmental, on-campus units, and community organizations.

Required Skills

- An interest in sexual violence prevention and intervention work
- Strong organizational and notetaking habits
- Ability to maintain and oversee a large calendar of meetings and events
- Strong interpersonal communication skills
- Clear and professional communication habits
- Flexible availability

Preferred Skills

- Program management/development skills
- Academic research focus on or professional work experience with sexual violence issues

Application Instructions

Please email a current resume and cover letter to women@unm.edu to apply.