Women’s Resource Center - Victim Services Graduate Assistant

Victim Services GA
10 hours/week

The Victim Services 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), a working group of the University’s larger Campus Coordinated Response Team. SMART is a dedicated group of UNM and community first responders that provide comprehensive services and ongoing training focused on sexual violence response, awareness, intervention.

The GA will 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, as well as 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

For questions regarding this assistantship, please email women@unm.edu or leave a message at 505-277-3716. Thank you!