**Sexual Violence Prevention Project (SVPP) Sophomore Year Experience Coordinator (3-Year Term)**

### Position Details

**Position Information**

<table>
<thead>
<tr>
<th><strong>Posting date</strong></th>
<th>06/09/2022</th>
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<tbody>
<tr>
<td><strong>Closing date</strong></td>
<td></td>
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<tr>
<td><strong>Open Until Filled</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Position Number</strong></td>
<td>1128149</td>
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<tr>
<td><strong>Position Title</strong></td>
<td>Sexual Violence Prevention Project (SVPP) Sophomore Year Experience Coordinator (3-Year Term)</td>
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<tr>
<td><strong>Department this Position</strong></td>
<td>Student Wellness Center</td>
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<tr>
<td><strong>Reports to</strong></td>
<td>Student Wellness Center</td>
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<tr>
<td><strong>Hiring Range Minimum</strong></td>
<td>Please inquire</td>
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<tr>
<td><strong>Hiring Range Maximum</strong></td>
<td>Please inquire</td>
</tr>
<tr>
<td><strong>SEIU Level</strong></td>
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<td><strong>FLSA Status</strong></td>
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<td><strong>Employment Category</strong></td>
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</tr>
<tr>
<td><strong>Scheduled Months per Year</strong></td>
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<tr>
<td><strong>Scheduled Hours per Week</strong></td>
<td>40</td>
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**Location of Position**

Dartmouth College Student Wellness Center
6 North Main Street, 319 Robinson Hall
Hanover, NH 03755

**Remote Work Eligibility?**

Hybrid

**Is this a term position?**

Yes

**If yes, length of term in**

36
Is this a grant funded position? No

Position Purpose
The Sexual Violence Prevention Project (SVPP) Sophomore Year Experience Coordinator will work closely with the SVPP team within the Student Wellness Center and the Office of Greek Life to understand the needs of the sophomore class, including the Greek community, and will lead the coordination, development, facilitation, and implementation of the Sophomore Year Experience along with other essential components of the presidential initiative to provide a comprehensive and mandatory four-year prevention and educational experience for all Dartmouth undergraduate students. This is a three year term position with potential for renewal.

Description

Required Qualifications - Education and Yrs Exp
Bachelors plus 1-2 year(s) of experience or equivalent combination of education and experience

Required Qualifications - Skills, Knowledge and Abilities
- Bachelor’s degree in public health, social work, social justice education, cultural foundations of education, health education, higher education, health promotion, counseling, psychology, or related field; or the equivalent combination of education and experience.
- 1-2 years of experience in health promotion, wellness, or a closely related field
- Experience designing and facilitating interactive, skill-based workshops
- Excellent project management and organizational skills
- Exceptional communication and interpersonal skills, including a demonstrated ability to foster positive and productive relationships with a variety of stakeholders (e.g., students, staff, and faculty).
- Experience working with and/or advocating on behalf of marginalized people (e.g., African-American, Asian-American, Faith-Based, International, Latinx, LGBTQIA+, Native American).
- Familiarity with aspects of relationship violence, stalking, sexual harassment, and sexual assault
- High degree of flexibility, including the ability to work evenings and weekends on occasion, as needed

Preferred Qualifications
- Master’s degree in public health, social work, social justice education, cultural foundations of education, health education,
higher education, health promotion, counseling, psychology or related field.

- Experience teaching or facilitating conversations in topics related to sexual violence and sexual violence prevention

- Experience working in a higher education environment or with college-aged individuals.

- Experience in Greek Life and/or working with students affiliated with Greek organizations
- Training in or experience with Student Wellness Center philosophies and approaches (e.g., motivational interviewing, bystander intervention, behavior change theories, socio-ecological model, etc.)

Department Contact for Cover Letter and Title
Benjamin A. Bradley, Assistant Director for Violence Prevention

Talent Acquisition Consultant
Rabia Gandhi

Equal Opportunity Employer
Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Background Check
Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Dartmouth College. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Special Instructions to Applicants
All Dartmouth College employees, whether working on-site or remotely, are required to be up to date with vaccination against COVID-19 (or to have received an approved exemption from vaccination through the Office of Institutional Diversity and Equity). Please visit https://dartgo.org/vaxpolicy for details. Compliance with this requirement is a condition of employment. Failure to meet this condition of employment may result in Dartmouth in its sole discretion delaying your start date or rescinding its offer of employment.
Quick Link https://searchjobs.dartmouth.edu/postings/63516

Key Accountabilities

**Description**
Uses personal judgement, emotional intelligence, and independence to lead the delivery of SVPP training components to the entire sophomore class. Oversees the coordination and implementation of the multiple components of the Sophomore Year Experience (SYE) throughout the academic year with accessibility and programmatic needs in mind, including the tailoring and delivery of online, Greek-specific, and identity-specific variations, and a variety of student-facing communications (30%)

**Percentage Of Time** 30%

**Description**
In response to student needs, develops, revises, and implements the curriculum for the SVPP Sophomore Year Experience (SYE) with the SVPP team to ensure offerings are tailored to and tested within our student population and in line with effective educational and behavior change strategies for skill development across the four SVPP behavioral outcomes. (20%)

**Percentage Of Time** 20%

**Description**
Works with the SVPP First-Year Experience Coordinator to coordinate the recruitment, hiring, training, and supervision of 20+ paid undergraduate student facilitators, to deliver trainings to sophomores. Also supervises paid student intern positions. Helps evaluate student facilitator and intern development, provides ongoing training and feedback throughout the academic year. (20%)

**Percentage Of Time** 20%

**Description**
Collaborates with students, staff, and faculty to develop and provide culturally inclusive trainings incorporating issues of diversity and equity throughout all aspects of work with particular attention to centering voices of under-served, under-represented, and marginalized communities (e.g., African American, Asian American, faith-based, international, Latinx, LGBTQIA+ and Native American) (10%)

**Percentage Of Time** 10%

**Description**
Contributes as a critical member of the SVPP research and evaluation, and accountability teams by working with internal and external stakeholders. Key responsibilities include updating and monitoring the online platform for student registration, progress, and participation that informs the accountability processes for mandatory program completion and evaluation projects. (10%)

**Percentage Of Time** 10%
Percentage Of Time 10%

Description Acts as a primary liaison to the Office of Greek Life for the SVPP and the Student Wellness Center as a whole. (10%)

Percentage Of Time 10%

- Demonstrates a commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others.

- Performs other duties as assigned.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
   
   - Talent Acquisition Consultant
   - AbilityJOBS
   - American Library Association
   - CareerBuilder
   - Chronicle of Higher Education
   - Chronicle of Philanthropy
   - Dartmouth College Employment Website
   - Glassdoor
   - Internal Employee Referral
   - HERC
   - Higher Ed Jobs
   - Indeed
   - Inside Higher Ed Jobs
   - LinkedIn
   - National Black MBA Association
   - Recruit Military
   - Prospanica
   - Valley News
   - Other (Please specify below)

2. If you answered "Other" to the above question, please specify here (Open Ended Question)

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Resume