



## **Graduate Assistant for the Dean of Students Office Victim Support Services & Bystander Initiatives**

### **Position Description:**

The Dean of Students Office is committed to the mission of the University of Connecticut and the Division of Student Affairs by providing diverse experiences and support that empowers student success. The Dean of Students Office serves as an advocate for students and as a centralized resource for connecting students with appropriate university and community programs, offices and individuals. The office supports students in resolving educational, personal and other university concerns that affect the quality of their academic or community life and personal goals. The Graduate Assistant for the Dean of Students Office will report to the Assistant Dean of Students for Victim Support Services and will assist in the coordination of services and resources for UConn students and their families.

### **Duties and Responsibilities:**

- Provide support for various Dean of Students Office initiatives and functions, for example: Victim Support Services education, outreach and documentation, advising students on rescheduling final exams, processing applications for readmission, processing applications for in-state tuition, etc.
- Participate in and/or represent the Dean of Students Office on various University and Division of Student Affairs committees.
- Participate in the functions of the office as needed/appropriate, including data entry, answering phones, responding to front desk customers, etc.
- Conduct office research projects, including the planning of assessment strategies and implementation.
- Assist in the development and implementation of bystander initiatives through Protect Our Pack.
- Maintain topical and informational resources on the Dean of Students Office website.
- Create, implement, and assist with Orientation, Admissions' Open House events and co-curricular programming for the Dean of Students Office.

- Assist in providing support services to students relating to Title IX cases and other issues.
- Maintain office hours, attend supervision and staff meetings.
- Participate in evening and weekend events, as required.
- Fulfill other duties as assigned.

**Qualifications:**

- Enrollment in the University of Connecticut Higher Education and Student Affairs graduate program for the duration of the assistantship assignment.
- Experience working with college students.
- Computer literacy and competency, particularly with programs in Microsoft Office (Word, Excel, PowerPoint, and Publisher) and social networking sites (i.e. Facebook, Twitter, etc.).
- Possess a valid Driver's license.
- Ability to work as part of a team and be flexible in prioritizing assigned responsibilities.
- Sensitivity to and having an understanding of the diverse academic, socio-economic and cultural backgrounds of students and their families, while establishing, maintaining and fostering a positive working relationship with relative constituents.
- Interest in Title IX issues and victim support services.
- Experience and knowledge in the area of violence prevention and victim support, particularly sexual assault, interpersonal violence, stalking and harassment is strongly preferred.
- Availability to work summers before 1st and 2nd years of HESA program is strongly preferred.

