



Prevention Specialist

Student Conduct Education and Administration
Oklahoma State University

Job Description:

This position oversees Oklahoma State University's 1 is 2 Many campaign that it is fulfilling its purpose to educate students, spread awareness, and prevent sexual violence. This position functions as a programming manager; a liaison between student groups, staff, and faculty; and a resource for students affected by sexual violence. This position will develop and utilize evidence-informed educational outreach programs for the campus community. Additionally, this position will have direct contact with students as a case manager for the Back on TRAC program, a drug and alcohol treatment program. This position reports to the program Director of Student Conduct Education and Administration.

Responsibilities:

Ongoing Prevention and Outreach (50%)

1. Research and develop evidence-informed educational outreach programs directed toward the Oklahoma State University community.
2. Topics should focus on sexual violence prevention including dating violence, domestic violence, sexual misconduct, sexual harassment, and stalking as well as bystander intervention and the Cowboy Community Standards.
3. Provide monthly active and passive programming to the campus community.
4. Collaborate and support other offices' programming efforts surrounding sexual violence and sexual health.
5. Track all outreach efforts and outcomes.
6. Remain informed and updated on research and initiatives throughout the field as well as government initiatives.
7. Develop, update, and maintain existing and new presentations that are culturally applicable and illustrate society's current events and perspectives.
8. Present outreach presentations to freshman orientation classes, student organizations, and other university partners as requested.
9. Engage with students in Fraternity and Sorority Affairs including partnerships for new initiatives and provide presentations.
10. Develop and maintain relationships with staff and student leaders in Campus Life, Ethical Leadership, and Residential Life.
11. Collaborate and engage with staff in the Office of Multicultural Affairs and other university offices.
12. Chair the campus wide sexual violence prevention committee including scheduling and communicating with campus partners

Back on TRAC case management (30%)

1. Serve as a case manager for the Back on TRAC program including making regular contact with assigned students including phone calls and text messages, reinforcing program expectations and monitoring progress.

2. Provide guidance, support, and accountability for students on substance treatment, academics, and other program requirements
3. Serve on the BOT staffing team and participate in Team Meetings.
4. Assist the Coordinator in tracking participant progress as appropriate.
5. Coordinate information and activities between the BOT team and other resources on and off campus.
6. Assist with new participant orientation, contract signing, and collecting payments.
7. Assist in the coordination of all aspects of the Back on TRAC program.

Online and Individual Training (10%)

1. Oversee the university's online sexual violence education training. (currently utilizing Everfi, Haven software).
2. Track completion of training for all new students.
3. Collaborate with Information Technology to ensure proper removal of student enrollment holds.
4. Communicate with student services on the training requirement.
5. Provide individual training for students on sexual harassment including sexual violence as requested.
6. Develop and implement lesson plans based on individual students' needs and sanctions.
7. Maintain effective tracking and records of individuals' training and the materials utilized.
8. Research and utilize current methods of sexual harassment and sexual violence education.
9. Remain informed of campus events to supplement education provided by the individual sessions.

Administrative (10%)

1. Update the 1 is 2 Many website on a regular basis.
2. Update 1 is 2 Many materials (booklet, cards).
3. Create and distribute a monthly newsletter on prevention efforts.
4. Keep up to date on federal regulations and case law regarding sexual violence prevention and response.
5. Maintain very detailed records in every area of responsibility.
6. Prepare professional correspondence for the office.
7. Assist in office tasks such as scheduling appointments, answering the phone, and making copies.
8. Perform other duties as assigned.