

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Resistance Intervention Safety Empowerment Program  
Coordinator (RISE)

**REPORTS TO:** Dean of Students

**DEPARTMENT:** Student Life

**POSITION SUMMARY:**

The coordinator of the RISE program will address campus issues of sexual assault and relationship violence. This is a two-year grant supported position. Responsibilities include providing education, programming and outreach to students with the help of a student staff, organizing training and professional development for appropriate staff and faculty groups, training and supervising campus sexual assault response advocates (SARAS), providing direct support and advocacy for victims/survivors of sexual assault and relationship violence and serving as a liaison with community agency partners. The coordinator will also manage this government grant by organizing regular meetings of a community coalition and writing grant reports.

**SPECIFIC RESPONSIBILITIES:**

1. Provide support for survivors/victims of sexual assault and relationship violence.
  - Provide informal counseling and referral to campus and community resources for those who feel that they may have experienced sexual assault or some form of relationship violence.
  - Conduct a support group for survivors of violence if assessment of need on campus determines that such a group is desired.
  - Serve as an advocate for students, staff or faculty who choose to file charges on or off campus related to sexual assault or relationship violence as they go through the conduct or judicial process.
  - Train and supervise the Sexual Assault Response Advocates (SARAS).
2. Campus and Community Liaison.
  - Coordinate monthly meetings of the coalition made up of campus and community partners assessing campus programming and services and lead them in discussions of new initiatives.

- Maintain open communication with our community partners, Our Voice, Helpmate and Pisgah Legal, assisting with service opportunities for students.
3. Coordinate training and educational programming for our community.
- Organize and implement training for faculty, work crew supervisors, public safety, residence life staff and student leaders each year in the areas of sexual assault, relationship violence and stalking.
  - Supervise a student work crew of four who will provide outreach programming to students through activities and publications.
  - Plan and implement several major events each year designed to raise the awareness of issues of violence against women on campus.
  - Design and coordinate a mandatory orientation program for new students focusing on the prevention of sexual assault and relationship violence.
4. Serve as the Project Director of the Department of Justice grant.
- Write quarterly grant progress reports.
  - Attend two grant professional development conferences each year and coordinate the attendance of the campus team of four making all arrangements.
  - Serve as the liaison with the Department of Justice and Calcasa, the providers of technical assistance for the grant.
  - Write any proposals for extensions of the current grant.

## **WORKING CONDITIONS**

Office Environment.

## **QUALIFICATIONS:**

1. Bachelor's degree required
2. Experience in working with issues of sexual assault and/or relationship violence required.
3. Excellent communication skills required.
4. Experience with grant project management desired
5. Familiarity with local agencies working with these issues desired.
6. Previous work with a college age population desired.