

Graduate Assistant for Sexual and Relationship Violence Prevention

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Job Description:

Berklee (consisting of Berklee College of Music and Boston Conservatory at Berklee) is the preeminent institute of contemporary music and the performing arts, offering undergraduate and graduate degree programs at its campuses in Boston, Massachusetts and Valencia, Spain, New York City, and Abu Dhabi, and through its award-winning distance learning program, Berklee Online. Berklee enrolls approximately 6,200 undergraduate and 480 graduate students. With students and alumni from more than 100 nations and educational partners across the world, Berklee is forging new connections among art forms, musical traditions, and technologies to build a dynamic, diverse, and collaborative global arts community.

This graduate assistant will support the work of the Equity Team within Berklee's Center for Diversity, Equity, and Inclusion. The Equity team administers the Equity and Title IX Policy and Process, offers resources, support measures and accommodations, facilitates reporting options to address harassment, discrimination, or sexual misconduct, and educates the community on how to prevent and respond to these issues.

Primary Responsibilities:

The Graduate Assistant will have primary responsibility for planning, implementing, and evaluating sexual and relationship violence prevention curricula, programs, and communication materials. This position may also broadly support the Equity Team's intake and support services and processes.

The job duties for this role include, but are not limited to:

- Develop and deliver programming for students, faculty, and staff focused on topics such as consent, bystander intervention, healthy relationships, survivor support, the Equity policy and process, and responding to disclosures.
- Conduct benchmarking research, collaborate with students and campus stakeholders to assess fit, and build upon a comprehensive training plan for sexual and relationship violence prevention.
- Lead the planning and coordination of Dating/Domestic Violence Awareness Month, Sexual Assault Awareness Week and assist with other campus-wide programming.
- Update existing and develop new print and electronic media focused on sexual and relationship violence prevention, survivor support, the Equity and Title IX policies and processes, and more. Ensure that Equity website is updated and comprehensive.
- Serve as co-advisor of SAAVE (Student Allies in Anti-Violence Education) with staff member from Health & Wellness.
- Assist with requirements and planning for Berklee's participation in the NASPA Culture of Respect Collective.
- Assist with updating databases to ensure accurate case documentation.

- Complete training to serve as an intake officer/case manager for students making Equity reports (identity-based harassment and discrimination and sexual misconduct). Serve as intake officer as volume and schedule allow.
- Other responsibilities as assigned based on individual skills, interests, and department need.

Required Knowledge, Skills, and Abilities:

- Graduate student currently pursuing degree in public health, health education, social work, higher education administration, gender studies or related field.
- Interest in the intersections of sexual and relationship violence prevention, equity and Title IX, and diversity and inclusion. Knowledge of how to incorporate social justice concepts into sexual and relationship violence prevention and response curricula and programs.
- Ability to work in a culturally diverse environment and interact with culturally diverse individuals.
- Ability to address content around the nuances and root causes of sexual and relationship violence with sensitivity.
- Working knowledge of behavior change theories and the social ecological framework.
- Familiarity with social marketing and communications strategies.
- Excellent written and oral communication skills and ability to effectively communicate both individually and in group settings.
- Demonstrated interpersonal skills and the ability to understand and address the dynamic concerns of college students with empathy.

Preferred Knowledge, Skills, and Abilities:

- Completed at least one year of relevant graduate degree program.
- Experience working on sexual and relationship violence prevention and/or survivor support initiatives.
- Experience working with, or advising, young adults or college students.
- Experience working directly with sexual assault survivors and/or others who have experienced discrimination or harassment
- Experience and ability to receive and document disclosures of harassment, discrimination or sexual misconduct in a manner that is thorough, trauma-informed, and objective
- Skills in planning, implementing, and evaluating theory- and evidence-informed education strategies, programs, and services.
- Proven ability to work independently when needed, with little supervision or guidance.

This position is for the Academic Year 2021-2022 (September – May) and will be paid at an hourly rate, and will require 15-20 hours per week.

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably

accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Incomplete applications will not be considered. The position will remain open for applications until filled.

Berklee is committed to increasing the diversity of the college community and the curriculum. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.

Employee Type: Temporary (Fixed Term)

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