Program Assistant for Bystander Education
Office of Student Wellness, UNC Chapel Hill

Position Description:
Student Wellness seeks one paid, part-time, temporary Program Assistant for Bystander Education to co-coordinate the One Act bystander intervention program for 15 hours per week. This position reports to the Sexual Violence Prevention Program Manager and the Coordinator for Violence Prevention Programs, and will assist with research, planning, implementation and coordination of bystander intervention programs for students. Work will be scheduled between 11 am and 9 pm Monday through Friday, with occasional weekend hours.

Student Wellness seeks to enhance the individual and collective health of the campus & community through a wide range of programs, services, and resources. Through partnerships with other campus departments, community agencies, student organizations, and peer mentors we work to develop and advocate for a campus and community environment that creates, emphasizes, and supports healthy choices and positive decision making regarding health, safety, and wellness. We work towards this goal by promoting holistic wellness among the UNC student community through collaboration, assessment, marketing, and capacity building.

This position is made possible by the Office of Violence Against Women Campus Grant Program.

The Program Assistant roles in Student Wellness are invaluable to bringing key services and programs to students at UNC Chapel Hill. Student wellness strives to equip all Program Assistants with valuable skills and provide them the opportunity to improve on those skills within the scope of their responsibilities. These include four key areas:

- One on one interactions with students
- Outreach and education
- Assessment & evaluation
- Health messaging & communication

Characteristic Responsibilities:
- In conjunction with One Act students and the Sexual Violence Prevention Program Manager, the Program Assistant will provide support services to the One Act program, including:
  - Co-present the One Act, One Act for Greeks, and follow up training curricula to students, tailoring the curriculum to groups as requested.
  - Co-coordinate One Act training outreach initiatives.
  - Assist with data collection and analysis of the One Act program.
  - Advise, train, support and co-supervise One Act student leaders and peer educators.
- Create and disseminate appropriate social marketing and advertisements. Supervise One Act social media interns.
• Attend ongoing training and professional development sessions, including regular staff meetings and beginning of year Program Assistant training.
• Contribute posts to the Healthy Heels blog (http://healthyheels.org/).
• Execute duties in keeping with the departmental statement of mission and purpose.
• Work collaboratively with other Student Wellness staff on various wellness initiatives.
• Work respectfully and effectively with students of various ages, cultures, and backgrounds.
• Assume other duties as assigned.

Minimum Qualifications:
• Bachelor of Arts or Sciences degree from a nationally accredited institution. Graduate degree in progress is preferred.
• Ability to work 15-20 hours per week throughout the academic year, including evening and weekend hours.
• Excellent skills in facilitation, education, and communication.
• Experience in sexual and interpersonal violence prevention or response. Experience in bystander intervention prevention preferred.
• Passion for providing student centered, positive customer service
• Experience using social justice frameworks, working with peer health education groups, and/or developing health promotion, resiliency, and/or diversity and inclusion initiatives preferred
• Skills in interpersonal relationships and maintaining effective working relations with others.
• Ability to work independently, follow-up on assignments, and take initiative on projects.
• Working knowledge of cultural competencies, and commitment to advocating for equity and holistic wellness

Compensation: $16 per hour
Anticipated start date: July 20, 2015

Applications will be accepted on a rolling basis until positions have been filled; review of applications will begin immediately. For earliest consideration, please submit application materials to http://unc.peopleadmin.com/postings/73428 by April 24, 2015. For questions about this position contact Kelli Raker at raker@email.unc.edu. For more information about One Act and our prevention programs, please visit http://studentwellness.unc.edu/oneact or http://safe.unc.edu/create-change/

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