**Date of Appointment:** August 26, 2015

**Salary**: 20 hours per week with $10,000 stipend for academic year appointment

The Violence Intervention and Prevention Center has partnered with the Women’s Center for Advancement of Omaha (WCA) and received funding through CHI Health to continue violence prevention efforts on campus and in our community. To that end, the VIP Center is *hiring 2 students to serve in a yearlong appointment* as Program Coordinators. Each Program Coordinator will be tasked with an initiative:

* **Campus-Based Initiative**: VIP Center and Green Dot programming efforts
* **Community-Based Initiative**: Plan to implement a power-based personal violence prevention program at a local middle school or after-school program.
	+ There will be higher times of need for each program throughout the school year, during which staff will be expected to assist with both initiatives.

**Responsibilities Include, but are not limited to:**

* Each Program Coordinator will supervise 2+ undergraduate students serving on the Violence Prevention Leadership Team (VPLT)
* Create and implement new/innovative as well as established events and service opportunities focused on violence prevention, bystander intervention, and awareness
* Assist with trainings and events
	+ Marketing of upcoming training opportunities
	+ Setup and assistance during trainings
	+ Communication and follow-up with training participants
	+ Enter evaluation data
* Create, maintain, and assist with marketing efforts
	+ Update VIP Center and Green Dot social media sites (Facebook/Twitter)
	+ Facilitate electronic communication of events (student news, emails, etc.)
	+ Design posters, table tents, bulletin board materials, etc.
* Assist with passive program to include table tents and displays, staff tables, etc.
* Evaluate evidence-based power-based personal violence prevention curriculums
* Help to develop work plan for implementing violence prevention curriculum in middle schools, including measurement system, identified curriculum, and school site commitment
* Coordinate VPLT meetings and meetings with Associate Director of the VIP Center and the Prevention and Education Manager of the WCA regularly. Attend Violence Prevention Advisory Board, Green Dot facilitator meetings, Advisory Council, and/or working committees.
* Contribute summaries of efforts to the VIP Center Annual Report

## **Other Expectations:**

* Attend a Green Dot Bystander Training, if not already certified
* Help create a warm, friendly environment in the VIP Center for entire Creighton community
* Available as needed for evening/weekend programming opportunities
* Communicate regularly with supervisor, Associate Director for the VIP Center
* Understand, support, and model the Creighton University mission and the values of a Jesuit education and serve as a role model for other students

**Required Qualifications:**

* Junior- or senior-level undergraduate student or graduate student at Creighton University by the date of appointment
* Must be a current student in good academic standing throughout the entirety of appointment

**Preferred Qualifications:**

* Bachelor’s degree conferred and a current graduate student at Creighton University
* Demonstrated ability to meet deadlines in an academic and/or administrative setting
* Demonstrated commitment to fostering a diverse working and learning environment
* Excellent written and verbal communication skills
* Supervisory experience, particularly of college students
* Experience with event and educational programming, specifically on a college campus
* Demonstrated abilities, knowledge, skills, working with middle school aged students and/or with a health- or prevention-based curriculum

**To Apply:**

Send your résumé and letter of interest **indicating which initiative is your first choice** to Lauren Ward at VIPcenter@creighton.edu. Letter of interest should address particular knowledge, skills, or abilities one would bring to the position. Letter should also describe the kind of experience one would hope to obtain from this position. *Applications received by August 14th will receive priority.* For questions, email Lauren at the email address above or call (402) 280-3794.