



SPRING HILL COLLEGE

Position: Director of Violence Prevention (Grant-Funded), Full Time
Department: Counseling & Wellness Services

Position Summary:

The Director of Violence Prevention reports to the Director of Counseling & Wellness Services. The Director will design, implement, and evaluate all components of the Office of Violence Against Women (OVW) Campus Program grant. The Director will be responsible for providing services to victims of sexual assault, domestic violence, dating violence, and stalking; communicating and collaborating with community and campus partners, planning educational programs for the campus community; and collecting data on the effectiveness of services and programs on campus. The Director manages the Support Advocacy and Response Team (SART) and the Office of Violence Prevention (OVP) peer helpers (SART Sidekicks). The Director is responsible for providing training to these groups as well as to the campus community as a whole.

Essential Functions:

- Researches, plans, implements, and tracks major program objectives, including but not limited to prevention initiatives, victim services, and campus-wide training program objectives required by the grant. Coordinates and manages the Office of Violence Prevention (OVP) initiatives for the Spring Hill College campus.
- Participates in mandatory and ongoing Technical Assistance training with the U.S. Department of Justice Office of Violence Against Women (OVW).
- Serves as the campus liaison with representatives from OVW and Technical Assistance (TA) organizations.
- Develops and implements campus programs to educate the campus community about sexual assault, domestic violence, dating violence, and stalking.
- Designs and distributes electronic and print communications to the Spring Hill College community on services and resources available to victims of sexual assault, domestic violence, dating violence, and stalking.
- Collaborates with campus partners in athletics, Fraternity and Sorority Life, residence life, and other student-facing areas to develop prevention programs for student subpopulations.
- Maintains records and data on all campus program activities as it relates to services and programming efforts.
- Recruits, trains, and manages victim service advocates.
- Coordinates the evaluation and assessment of all campus program-related activities.
- Accurately completes and submits all requested reports to the Just Grants grant portal on or prior to established deadlines.

- Keeps appropriate campus leadership informed on all grant activities, assessments, and partnerships as needed.
- Serves on College committees as requested.

Required Knowledge, Skills, Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- Knowledge of and ability to remain current on privacy requirements pertaining to higher education, including FERPA and HIPAA.
- Competent computer skills at the level of word processing, spreadsheets, statistical reporting, and web-based functions, or the ability to learn within a reasonable amount of time.
- Ability to use applicable databases to perform job functions accurately and in a timely manner.
- Familiarity with social media and electronic communication platforms.
- Understanding of the JustGrants Federal Grant Management system preferred.
- Experience working with student success and student conduct programs, including Maxient preferred.
- Knowledge of academic environments, particularly in higher education, and principles of student development theory and counseling theory.
- Verbal, written, and listening skills with the ability to clearly articulate thoughts and ideas.
- Ability to work in a highly collaborative environment while also excelling independently.

Minimum Qualifications:

- Bachelor's degree in social work, sociology, psychology, higher education, or a related field from an accredited college/university required.
- 3–5 years of experience working in the field of sexual and interpersonal violence prevention, education, policy, response, or advocacy preferred.
- 1 year of professional experience working in student services or higher education.
- Experience with the evaluation of programs/services, data reporting, or assessment.
- Experience in planning, implementing, and managing large-scale projects.
- Experience providing culturally relevant, student-centered services and programs to a diverse array of students.
- Ability to make independent judgments, apply discretion, maintain confidentiality, and consult when appropriate in complex and difficult situations that require highly individualized planning.
- Experience with the day-to-day operation of a grant-funded program preferred.

Preferred Qualifications:

- Master's degree in social work, sociology, psychology, higher education, or a related field from an accredited college/university required.

Certifications and Licenses Requirements

- None required.

Additional Information

- This is a 100% full-time staff position, appointed on a 12-month basis. This position is grant-funded and contingent upon sufficient funding. Approximately 1–2 years remain in the current grant cycle.
- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of the College.
- This position is considered a confidential employee in accordance with College Title IX policies.
- This position requires working occasional evenings, weekends, and travel.

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
