VPVA Peer Educator - **Student Coordinator** Position Description

The Student Coordinator is a paid position that is held by one Peer Educator in the Office for Violence Prevention and Victim Assistance. The student coordinator is hired by and reports to the VPVA Program Coordinator. The student coordinator represents VPVA and embodies its mission, creating an environment on the Rutgers University – Camden campus where sexual and domestic violence is unacceptable, survivors are supported, and students are empowered to be active bystanders. The student coordinator is the peer-leader of VPVA Peer Educators (VPVA PEs). This position is responsible for creating and implementing yearlong violence prevention programming alongside VPVA Program Coordinator and Director. This position will empower other Peer Educators to be leaders in programs, events, and presentations. The student coordinator collaborates with the VPVA PE Social Media Specialist in order to reach and educate students on social media.

**VPVA PE Programming Specialist: Qualifications**
- Previous VPVA Peer Educator experience required
- Strong communication and presentation skills required
- Experience creating, planning, and executing programs required
- Ability to delegate and prioritize multiple tasks
- Ability to summarize information at meetings and condense into notes for all Peer Educators and staff
- Comfortability managing and mentoring peers
- Confidence fielding questions about sexual violence, dating/domestic violence, stalking, & harassment
- Strong understanding of VPVA mission, vision, and goals
- Ability to individually represent VPVA and connect students to office resources (in person and online)
- Comfortability working closely with VPVA Program Coordinator and VPVA Associate Director
- 2.5 minimum GPA is required at time of application and must be maintained.
- Please Note: VPVA will conduct a disciplinary screening for each candidate.

**VPVA PE Student Coordinator: Hours and Wages**
- The Coordinator will work up to 10 hours per week. The Coordinator will create their own office hours and will try to maintain a consistent schedule throughout each semester.
- The Coordinator will hold their position for one academic school year.
- The Coordinator’s hours will include a single one-hour weekly meeting with VPVA Staff.
- The Coordinator will be paid $11.00 per hour of work.

**VPVA PE Student Coordinator: Administrative Tasks**
- Take notes and minutes at each VPVA PE meeting.
- Send out meeting minutes bi-weekly, no more than two days after meeting, to VPVA Staff.
- Meet with the VPVA Staff weekly for one hour to check in and update on tasks/assignments.

**VPVA PE Student Coordinator: Programming Tasks**
- Plan, organize, and implement programs focusing on: violence prevention, bystander intervention, self-care, and survivor support with VPVA Staff and VPVA PE Programming Specialists.
- Reach out to student organizations, Greek Life, Athletics, Housing, and instructors to do programming, presentations, and workshops for them. Work with VPVA Program Coordinator on this task.
- Collaborate with the VPVA PE Social Media Specialist on promotional design for programs and events including, but not limited to: posters, digital slides, merchandise design, table tents, fliers, post-cards, handouts, etc.
• Collaborate with the VPVA Peer Educators to plan and implement creative educational campaigns on sexual assault, rape culture, domestic/dating violence, types of abuse, healthy vs. unhealthy relationships, stalking, victim advocacy, sexual communication, consent, healthy sexuality, self-care, bystander behaviors, bystander intervention, and other related topics as relevant.
• Depending upon the event, you might be running the VPVA table and/or participating in interviews for media personnel who attend the event.
• Attend student events/programs related to VPVA mission.