

Office of Institutional Equity (OIE)
Graduate Assistant Job Description

Summary of Role:

Reporting to OIE's Associate Vice President or designee, the OIE Graduate Assistant (GA) will work with all OIE staff, including Title IX staff, training and education staff, case investigation staff, search and hiring/EEO compliance staff, and the Deputy ADA coordinator. Typical duties include: assisting staff in case management activities such as fielding reports and inquires; preparing educational and informational materials and participating in educational presentations to students and employees regarding discrimination, harassment and related interpersonal violence; assisting in reviewing and analyzing case data for tracking and trending purposes; and other duties as assigned.

Duties and Responsibilities:

- Assist staff as directed with intake and initial processing of reports/disclosures of sexual misconduct from phone calls, emails and in-person inquiries.
- Assist in case management activities regarding discrimination, harassment and related interpersonal violence.
- Assist with tracking cases of sexual misconduct reported to the university to identify trends relating to disclosures, reports and complaints.
- Review and propose updates/edits to OIE's written prevention and response materials, including OIE's websites, brochure on sexual harassment, sexual assault, stalking and intimate partner violence, posters, training-related materials and more.
- Participate in University-wide education, awareness and prevention programs and campaigns, including reviewing and proposing updates/edits to educational presentations and materials, and designing and conducting educational activities as assigned.
- Attend and assist as directed in committee and work group meetings, or in collaborative activities with other University offices.
- Perform other duties as assigned, including assisting other OIE staff members in special projects and case management activities, as well as general office tasks, and may include supervision of a student worker as needed.

Qualifications:

- Experience working on prevention and/or response activities related to discrimination, harassment and/or related interpersonal violence.
- Experience designing and/or conducting training and educational events.
- Ability to work independently and as part of a team.
- Ability to work effectively with a diverse community on sensitive topics.

- Excellent communication skills.
- Ability to work with Microsoft Office.

This assistantship is a full-time assistantship, 20 hours per week, on a 9- month appointment with the possibility of summer employment. There may be some evening and weekend work hours required. This position is primarily located at OIE's Storrs office, but duties also may require GA's presence at Regional and UConn Health campuses. This is a two-year assistantship pending a satisfactory performance after the first year.