



TITLE: Title IX Campus Safety Assistant (1 Position)
DEPARTMENT: Student Life - 141
CLASSIFICATION: Institutional Work study (Student Worker)
ADDRESS: IAIA, 83 Avan Nu Po Road, Santa Fe, NM 87508
LOCATION: Center for Lifelong Education – ASG Office
REPORTS TO: Dean of Students
WAGES: \$7.50 per hour (Paid out of account #173)
HOURS PER WK: 10 Hours

PURPOSE/ROLE OF THE STUDENT WITHIN THE ORGANIZATION

The Title IX Campus Safety Assistant will plan, organize and implement monthly Title IX Campus Safety workshops for the IAIA community as well as the new student orientation Campus Safety session. The Assistant will provide leadership for the Campus Safety Club and will serve as a liaison between the student body and the Office of the Dean of Students on campus safety.

JOB DUTIES/RESPONSIBILITIES & RELATIONSHIP TO PURPOSE/ROLE

- Familiarity on the college's Title IX, Clery and Violence Against Women Act policies.
- Provides leadership for the Campus Safety Club in planning monthly safety workshops.
- Initiates discussions for partnerships with local Santa Fe organizations to provide safety workshops.
- Provides the logistics for the safety workshops and reserves a campus location.
- Facilitates the organization of the RA & OL training for the new student orientation on Campus Safety.
- Assists in implementing the student email addresses to distribute the on-line training program for all students during the fall semester.
- Identifies website updates on the Title IX Campus Safety page to keep the information current.
- Meets regularly with the Dean of Students.
- Prepares written monthly workshop reports as requested by the Dean of Students
- Performs other related tasks essential to this function, as assigned.

GENERAL QUALIFICATIONS

- Full-time enrolled student for both the fall & spring semesters.
- Maintains a 2.5 GPA and in social good standing for each semester during term of office.
- Ability to interact positively with all levels and with all people and groups.
- Ability to resolve conflicts in a constructive manner.

LENGTH OF EMPLOYMENT

- August 10, 2016 to December 9, 2016 (Fall Semester)
- January 11, 2017 to May 13, 2017 (Spring Semester)

EVALUATION PROCEDURE & SCHEDULE

- The Campus Safety Student Assistant will submit an End of the Semester Report (fall & spring) and meet with the Dean of Students for a semester evaluation review.