Job Title: Green Dot Program Coordinator/ Graduate Student or Senior Level Undergraduate Student Position

Location: 109 Elm Hall, Health & Wellness, Student Life

Pay Rate: $18/ hour

Hours per Week: 10-15 hours per week from Spring 2016 through June 2017, including Summer

Supervisor: Shannon Bailie, Director of Health & Wellness

Managing Supervisor: Melissa Tumas, Training & Education Coordinator

Duties and Responsibilities:

Academic Year
The Green Dot Program Coordinator in Health & Wellness will coordinate and implement the Green Dot Bystander Program for the campus community. The responsibilities associated with Green Dot will primarily occur during the academic year (September – June).

• Support Green Dot committee members as a liaison between committees and work groups.
• Coordinate and attend one 6-hour bystander training (on a weekend) each quarter. Duties will include planning all aspects of the training, ordering food and managing RSVPs, as well as identifying and reserving space on campus. Other duties for the training will include outreach and promotion to key campus partners and student groups.
• Triage presentation requests, managing a group calendar to ensure coverage of all incoming requests.
• Advertising, promotion and outreach for Green Dot including building relationships with campus partners and student groups.
• Plan and promote bystander education on campus through events and programming.
• Outreach to student groups to create partnerships and enhance educational opportunities for student groups.
• Maintain and update Green Dot website and Facebook pages.
• Distribute posters and resource cards across campus.
• Other departmental projects as assigned.

Summer
During Summer 2016, this position will facilitate the summer first year student orientation sessions, transfer sessions and parent orientation. This involves facilitating 4 orientation sessions per week for groups of 125 first year students from June 20th- September 1st. It also involves facilitating 2 transfer orientation sessions with group size ranging from 40-100 per week from July 25th- August 31st and parent orientations on occasion. The curriculum for this orientation and ongoing training will be provided.

Requirements:
We are seeking a graduate student or senior level undergraduate who has experience in facilitating programming in the areas of sexual assault and relationship violence prevention,
mental health and/or alcohol and other drug education. The position requires experience and comfort with public speaking, along with experience coordinating health and wellness programming.

**Educational and Occupational Benefits:**

Opportunity to work with professional staff who are experts in the fields of higher education, Health & Wellness, Alcohol and Other Drug Education, and Sexual Assault and Relationship Violence. Develop skills in an office environment, including event planning. Meet and interact with all levels of the campus community.

**Please submit a cover letter and resume by May 20th** to Melissa Tumas at tumasm@uw.edu.