Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Health Promotion/Sexual Respect Educator

Department: The Office of Student Affairs  Reports to: Director of Health Education

Full Time: X  Job Group & Level: PT-3

Pay Type: Monthly  Months Per Year: 12

Regular Daily Work Schedule:

Hours Per Week: 40  Date Prepared: 4/18/19

1. Summary of Position:

Under the direction of the Director of Health Education, the Health Promotion/Sexual Respect Educator is responsible for the development, implementation, and evaluation of a comprehensive, trauma-informed violence prevention program. The Educator contributes to a campus-wide strategy with the goal of reducing the incidence of sexual violence and building skills in our community to help our students contribute to a safe and healthy campus community and promote a culture of respect, self-awareness, and healthy decision making. The work of the Educator encourages and supports our students to grow and learn academically, socially, and emotionally.

The Health Promotion/Sexual Respect Educator facilitates campus programming based in social justice and theoretical frameworks that inform this work. The Educator facilitates capacity building, community organizing, and evidence-based strategies to prevent sexual and intimate partner violence. In collaboration with other members of the departments, the Educator responds to emergent health concerns and crisis situations. In addition, the Health Promotion/Sexual Respect Educator supervises 10-15 peer educators who provide education and skill building programs to the Amherst College Community.

The Educator takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

55% Preventative Initiatives
• Conduct community needs assessments, program planning, community-based evaluation methodologies (such as Empowerment Evaluation), and assessment.
• Integrate best practices and incorporate an evidence-based approach to health promotion efforts.
• Plan, develop, implement and evaluate programming, education/trainings, and outreach efforts around health promotion topics of community relevance, including healthy relationships, sexual violence, consent, boundary setting, and bystander intervention.
• Provides targeted violence prevention programming, including comprehensive programming for all incoming students, student athletes, student leaders, and historically marginalized populations (e.g. students of color, international students, LGBTQ2+ students, and students living with disabilities).
• Oversee the hiring, training, and supervision of peer health educators.
• Responds to the campus’ changing needs for violence prevention and develops and implements programming accordingly.

10% Intervention
• Evaluate, select, and administer online pre-matriculation programs
• Provide consultation and referral services for individual students on health promotion topics

20% Community Partnerships
• Collaborate with Orientation Implementation Committee to integrate sexual violence prevention programming into Orientation.
• Serve on the Title IX Review Committee and the Sexual Respect Task Force.

10% Administrative
• Collaborate with the Director to develop an end of the year report on accomplishments and recommendations for the program, and campus/community program stakeholders
• Author the Health Education Department’s contribution to the Clery Report related to sexual violence prevention programming

5% Performs other duties/functions as requested.

3. Internal-External Interaction/Communication:

The Health Promotion/Sexual Respect Educator communicates with departments and students across campus as well as with others in similar positions within the Five Colleges, working closely with Residential Life, the Title IX Coordinators, the Counseling and Health Centers, and other key partners. The Educator represents Amherst College at the 5 College SAPIC Committee
4. Education: (include certifications and licenses)
Required:
Master’s degree required in Public Health, Health Promotion, Community Health, Social Work, Counseling, Higher Education Administration, or related field.

Preferred:
Certified Health Education Specialist, or similar.

5. Experience: (List specific skills necessary to perform this job)
Required:
- Two years of related experience
- Demonstrated excellence in working with a diverse community of students and colleagues
- Proficiency in MS Office Suite programs and the ability to learn new software programs
- Strong time-management, organizational, verbal and written communication and interpersonal skills
- Experience with small and large group presentations

Preferred:
Ideal candidates would also have experience in one or more of the following areas:
- Community needs assessments, program planning and evaluation
- Demonstrated knowledge of and the ability to interpret and navigate Title IX, Campus SaVE Act and Clery Act;
- Experience developing, facilitating, and coordinating educational programs for college students and professionals
- Experience with sexual violence prevention, healthy relationships, bystander intervention programming with college-age students
- Experience developing educational and communication tools, e.g. web, print, social media

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Office environment. Visual – normal concentration; repetitive motions including hands, wrist and fingers; lift, carry, push and pull up to 10 pounds.

7. Decision Making:

Makes decisions following established guidelines/procedures/policies in collaboration with the Director of Health Education. Identifies key barrier/core problems and applies problem solving skills in order to deal creatively with complex situations.
Refers students to the Counseling Center and other campus resources as appropriate.

Handles sensitive and confidential matters with discretion.

8. Supervision Exercised/Received:

Supervises student staff peer educators. Minimum supervision received by the supervisor.

Supervisory Responsibility: 0

Number of Employees Supervised: