



# ROBERTS

## WESLEYAN UNIVERSITY

### **Roberts Wesleyan University's Project to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus**

#### **Project Director Job Description**

##### **Job Title**

Project Director

##### **Salary**

The starting salary range is projected to be \$60,405.80 and commensurate with experience.

##### **About the Institution**

Roberts Wesleyan University is a comprehensive, Christian university of the liberal arts, sciences, and professions serving approximately 1,800 traditional and nontraditional students at the undergraduate and graduate levels. The University is committed to integrating a Christian worldview with learning in order to prepare thoughtful, spiritually mature, service-oriented people who will help transform society. Roberts believes that all people are created in the image of God and therefore values and affirms human diversity and is committed to providing a supportive environment that promotes awareness of, sensitivity to, and appreciation of human diversity. In support of the diversity of thought and educational fields, Roberts has more than 60 undergraduate programs/majors, including 6 different adult-degree completion programs, 14 graduate programs, and 12 online programs; our first doctoral program launched in 2016.

##### **Position Summary**

Roberts Wesleyan University has been awarded a three-year grant from the U.S. Department of Justice Office on Violence Against Women (OVW) Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus Program. The purpose of the grant is to establish a comprehensive, coordinated, trauma-informed and culturally relevant program to prevent and respond to domestic violence, dating violence, sexual assault, and stalking on campus. Roberts Wesleyan is hiring a Project Director who will provide day-to-day management, oversight, and administration of this program. The Project Director will be responsible for coordinating the planning and implementation of program requirements, as well as support all grant-related activities. This is a 1.0 FTE (40 hours/week), 3-year, grant funded position beginning as soon as possible with the possibility of grant continuation and position renewal.

### **Essential Responsibilities**

- Oversee daily operations and coordinate all grant activities related to administering the OVW Campus Program grant.
- Work closely with the Project Supervisor and other key stakeholders to develop, facilitate, and maintain the institution's Coordinated Community Response Team (CCRT).
- Work collaboratively with the CCRT and other key stakeholders to ensure the development and implementation of statutory and programmatic grant requirements and activities.
- Serve as a point of contact to maintain communication between the campus and the Department of Justice, Office on Violence Against Women.
- Ensure that project deliverables are completed on time and according to the statutory and program requirements of the grant program.
- Cultivate and sustain collaborative relationships with a wide array of stakeholders (staff, faculty, students, community members, and community partners) in order to accomplish project goals.
- Work with key stakeholders to assess the needs of students and the larger campus community, including historically marginalized and underserved communities, to gather information to inform project activities and implementation.
- Work with the CCRT to develop, implement, and monitor project-specific strategic plan.
- Develop and maintain communication and information-sharing processes to ensure that project partners are informed and have access to key program information and materials.
- Maintain detailed documentation of award documents and project deliverables.
- Collect and organize relevant institutional data to submit in bi-annual performance reports.
- Participate in required virtual and in-person training and technical assistance as required by the grant program, including New Grantee Orientation, Training and Technical Institutes, webinars, and calls with OVW Campus Technical Assistance Providers and OVW.
- Adhere to all relevant federal and state laws and confidentiality guidelines.
- Monitor and abide by all special conditions of the award.

### **Travel**

- Some travel is required for this position, including up to four required training and technical assistance institutes during the project award period. Travel expenses are covered through the grant.

### **Required Qualifications**

- Bachelor's degree in social work, human services, public health, criminal justice, or related field;
- 1-3 years of related experience including working with multidisciplinary teams, grants, or subject matter work related to domestic violence, dating violence, sexual assault and stalking;
- Demonstrated knowledge and understanding of domestic violence, dating violence, sexual assault, and stalking.

**Preferred Qualifications**

- Experience in project management and facilitation skills;
- Experience working with multidisciplinary teams;
- Strong knowledge of research and best practices as they relate to prevention and/or victim/survivor advocacy for domestic violence, dating violence, sexual assault and stalking specifically in a college setting;
- Grant management experience (including grant writing, reporting, and budgeting).

Candidates must demonstrate a Christian faith commitment consistent with the mission of the University. A successful candidate is also expected to demonstrate multicultural competence and work effectively with individuals from all backgrounds.

**Legal & Required Notices**

Roberts Wesleyan University complies with all applicable non-discrimination laws and is committed to the enhancement of human dignity and workplace diversity.

**Application Instructions**

Candidates can apply directly at Roberts Wesleyan University's employment opportunities website: [\[www.roberts.edu/employment\]](http://www.roberts.edu/employment). Candidates must submit a cover letter, resume, and three professional references. Applications will be accepted until the position is filled.

Applicants should address the cover letter to the Grant Project Manager:

Dr. Sonnette Bascoe  
Special Advisor for University Culture  
bascoe\_sonnette@roberts.edu  
Roberts Wesleyan University  
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Rochester, NY 14624-1997