



POSITION ANNOUNCEMENT

Job Title: Project Director – *Crusaders CARE*
Department: Student Affairs
Reports to: Assistant Vice President and Dean of Students
Shift/Hours: 40 hours per week
Date Prepared: April 15, 2021

SUMMARY:

This position will oversee the coordinated community response team (CCRT), works to ensure all planning and implementation activities are completed in compliance with the grant requirements. Develops and strengthens the following: prevention, education, and awareness programs; effective security and investigation strategies to combat DVDVSAS on campuses; and victim services, which include partnerships with local criminal justice authorities and community-based victim services agencies. This is a grant-funded position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the daily operations and implementation of the University's grant to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking (DVDVSAS), in accordance with all grant specifications.
2. Coordinates all grant-related project activities and serves as the key point of contact for University administration, faculty, staff, students, and the CCRT on all matters related to the grant.
3. Manages the grant budget to ensure compliance with both grant and University requirements.
4. Works with University and community partners to develop and oversee the University's Coordinated Community Response Team (CCRT).
5. Develops and obtains approval of a strategic plan during Year 1 of the grant, and facilitates strategic plan activities throughout the grant's life.
6. Works with the CCRT to review all current University policies and procedures related to DVDVSAS and makes recommendations to University leadership to improve existing policies.
7. Establishes measurable outcomes and identifies appropriate tools to track progress related to achievement.
8. Oversees required prevention education and promotes awareness of DVDVSAS for the entire campus community, including virtual and in-person training for students, campus law enforcement, staff, and faculty, with specialized training for personnel involved in disciplinary activities.
9. Monitors compliance with grant requirements by gathering and maintaining project data, including records of student completion of all mandatory prevention and education programs.
10. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Some evening and weekend hours as needed and will include occasional travel for required training sessions.

EDUCATION AND EXPERIENCE: Bachelor's degree required, Master's degree preferred. Minimum of three (3) years working on a college campus and/or in a position related to serving survivors of DVDVSAS. Paid or volunteer experience working with survivors of DVDVSAS a plus. Familiarity with DVDVSAS prevention and education efforts, Clery Act Compliance, Title IX, and/or campus policy and procedures related to DVDVSAS desirable. Must have traveled throughout the metropolitan Detroit community to visit off-campus locations and attend community events. Excellent communication, event planning, oral and written communication skills, and organizational skills. Prior experience in coordinating complex, multi-dimensional projects, and establishing and maintaining effective working relationships with a wide range of partners. Working knowledge of Microsoft Office.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.