

Prevention Program Director (3341) EXTENDED
Northern Illinois University

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Posted Dec. 12, 2022, set to expire Dec. 7, 2023

Job Title	Prevention Program Director (3341) EXTENDED
Department	Chief Diversity Officer
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Dec. 12, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://employment.niu.edu/postings/68375
Apply By Email	
Job Description	

Overview

Prevention Education and Outreach (PEO) provides educational programs to a variety of constituents both on campus and in communities locally, regionally and throughout the United States and beyond. PEO establishes partnerships to help ensure training is inclusive, engaging, and professional. The vision of Prevention Education and Outreach is to become a model prevention education program to promote safety, inclusivity and a sense of belonging in communities. PEO's mission is to seek to educate and support efforts to empower the campus, community and others to prevent violence and discrimination.

Position Summary

The Office of Academic Diversity, Equity, and Inclusion (ADEI) seeks a qualified individual to join a

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diverse team of professionals dedicated to cultivating a diverse, equitable, and inclusive community that is committed to action and education. In alignment with Northern Illinois University's core values, ADEI leads the charge in establishing an equity-minded community that challenges and eliminates exclusionary systems and practices. The successful candidate will be highly skilled in creating a diverse learning and working environment that is guided by ADEI's strategic priorities (1) Cultivating Equity, (2) Building an Inclusive Community, and (3) a focus on Education, Awareness and Action.

Essential Duties and Responsibilities

- Responsible for achieving the goals of the department as well as any grant initiatives surrounding violence prevention programming and education including but not limited to sexual misconduct issues

- Developing and leading the Coordinated Community Response (CCRT) team
- Collaborating with campus and community partners
- Conducting comprehensive planning and strategic planning
- Identifying best practices in violence prevention in higher education especially in the areas of sexual assault, stalking, domestic violence and dating violence

- Collecting and analyzing data

- Developing and facilitating prevention plan and training initiatives

- Conduct focus groups

- Coordinate and conduct training/education opportunities per department, division and any grant guidelines

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- Maintain all records, reports, logistics and supportive functions

Minimum Required Qualifications (Civil Service)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.
2. Three (3) years (36 months) of experience in the education, training, planning and/or management in an area consistent with the responsibilities and duties of the position.
3. Progressively more responsibility in organizing, coordinating, managing or other significant work specific to program planning and facilitating.
4. Demonstrated experience speaking in front of groups, conducting virtual trainings and engaging with audiences both virtually and in-person.
5. Demonstrated experience working with diverse groups of people and across cultural lines.
6. Ability to occasionally work evenings and weekends.
7. Ability to occasionally travel within and outside of the state of Illinois for training and meetings.

Note: Master's degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and

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sentences.

8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as accounting software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.

Specialty Factors (Civil Service)

Preferred Qualifications (Civil Service)

1. Previous work experience or education in sexual misconduct, violence prevention or related issues.
2. Demonstrated experience managing and writing grants.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact