



GRADUATE PART-TIME EMPLOYMENT OPPORTUNITY

Job Title: Sexual Harassment Officer
Reports To: TUGSA Executive Board
Location: Philadelphia, PA (Temple University Campus/1816 Chestnut St)
Position start date: June 1, 2018
Application Deadline: Monday, April 9th 2018 at 5:00 PM EST

ABOUT TUGSA

The Temple University Graduate Students Association (TUGSA) is the labor union that represents over 800 graduate assistants (research and/or teaching) annually at Temple University. Formed in 1997 and unionized in 2001, the union is led by a democratically elected Executive Board. It is a member of the American Federation of Teachers (AFT #6920) and is affiliated with the American Federation of Labor-Congress of Industrial Organizations (AFL-CIO).

POSITION INFORMATION

The Sexual Harassment Officer is a part-time (20hrs/month) appointed position who serves a one-year term concurrent with the Executive Board.

General Responsibilities:

- **Continuous training**
 - Completes at least eight (8) hours of training with the University Title IX coordinator over the summer months that includes, but is not limited to, (1) Title IX reporting process and procedures, (2) University sexual harassment policy, (3) federal/state/local laws related to workplace sexual harassment and (4) communication, sensitivity, and privacy training
- **Counseling & Support**
 - Offers emotional support and encouragement to graduate employees who have experienced sexual harassment by explaining the Title IX reporting procedure, walking the affected party through the reporting process and helping secure resources for the affected party on and off campus
 - Conducts follow-up with reporting party to ensure campus resources are accessible
- **Membership Engagement & Education**
 - Works with University Title IX Coordinator and TUGSA Staff Organizer to develop and organize at least two trainings (fall and spring) designed to inform graduate employees of their rights and responsibilities
 - Coordinates campaign to encourage harassment reporting using media (e.g. internet, flyers, op-eds in The Temple News, film, etc.)
 - Produces literature aimed at educating graduate employees regarding sexual harassment and reporting
 - When appropriate and with the consent of the reporting party, works with TUGSA and other campus organizations to coordinate collective action



Required Qualifications

- Able to understand boundaries, handle confidential information and compartmentalize
- Excellent communication skills (good listener; able to build trusting relationships)
- Strong organizational skills (for task and communication management)
- Demonstrated ability to work within the scope of established organizational policies and procedures

Helpful Qualifications

- Experience with advocacy for/with individuals who have experienced sexual violence and/or workplace harassment
- Experience working as a graduate employee at Temple University
- Solid understanding of gender, racial/ethnic and socioeconomic identities
- Experience designing promotional media
- Knowledge and interest in labor unions, especially the American Federation of Teachers

COMPENSATION & BENEFITS

- Stipend \$1000 (240hrs. between Summer, Fall and Spring terms); paid in two, six month installments
- Contract is renewable for the AY2019-20 based on performance

HOW TO APPLY

Please send **COVER LETTER, RESUME** and the **NAMES/CONTACT INFORMATION OF TWO PROFESSIONAL REFERENCES** by the published deadline to: union@tugsa.org

Position Timeline:

March 19 – April 9: Position is advertised.

April 9 at 5 PM EST: Application deadline

April 9 – 15: Qualified candidates will be contacted for interviews.

April 16 – 27: Interviews for qualified candidates will be held at Temple University.

By April 30: All interviewed candidates will be notified of final decision.