



TEXAS TECH UNIVERSITY
Office of the President

Office for Student Civil Rights
& Sexual Misconduct

Position Announcement Graduate Assistant- CARE Coordinator

Job Responsibilities:

1. The CARE (Campus Advocacy, Response and Education) Coordinator, in conjunction with the Title IX Case Manager, primarily connects students with resources after a referral is made to the Office for Student Civil Rights & Sexual Misconduct (SCRSM) and will serve thereafter as the student's primary point of contact.
2. The CARE Coordinator will be trained to work with both Complainants and Respondents but will only work with one party in each case. Possible duties include:
 - a. Review, clarify, and assist the student, parents, and advisor with any questions related to the Title IX process and policies, reporting options, and available resources.
 - b. Attending meetings as a support person.
 - c. Reviewing documents and materials from the investigation, report, Hearing, decision letters, and sanctioning as requested.
 - d. Provide general support and a safe listening space.
3. The CARE Coordinator will maintain case files under the direction of the Case Manager.
4. The CARE Coordinator will provide outreach education to the campus community on the Title IX process and available resources.
5. The CARE Coordinator will represent Title IX on university committees, as appropriate.

Requirements: The CARE Coordinator must be a graduate student in a related program and keep a 20 hour/week schedule. Occasional nights or weekends may be required.

Preferred Qualifications:

- Skilled at handling crisis and conflict in a compassionate and confidential manner.
- Superior written and verbal communication skills. Work effectively with faculty, staff, students, parents, community members, and administration.
- Adapt to a workflow in a fast-paced environment.
- Detail oriented, proven ability to meet strict deadlines.
- Familiarity with Title IX, VAWA, Clery, and FERPA.

Remuneration: CARE Coordinator positions are semester appointment (renewable each semester as performance permits). Compensation is commensurate upon the qualifications of the individual.

Hours: Minimum 20 hours required per week, not to exceed 29 hours.

To Apply: Applicants should submit the CARE Coordinator Application, résumé, class schedule and tentative work schedule, and three references.

For more information, please contact Meredith Holden, Title IX Case Manager, 806-834-5556, 232-E Student Union Building, meredith.holden@ttu.edu.

CARE Coordinator Application

Please Include the Following with your application:

- Completed and signed application
- Résumé with three references
- Class schedule (if known)
- Tentative work schedule
- Academic writing sample

Please Print.

Applicant Information		
First Name:	MI:	Last Name:
R Number:	TTU Email Address:	
Local Phone:		Cell Phone:
Current address:		
City:	State:	ZIP Code:
Permanent address:		
City:	State:	ZIP Code:
Major:		Classification:
Spring 2020/Fall 2020 GPA:		Cumulative GPA:

Will you be available to work during the summer?

Yes or No

Have you ever been convicted, placed on probation, or placed on deferred adjudication for any criminal charge?

Yes or No

This is a Security Sensitive Level II Position: Applicants for this position will be subject to a Criminal Background Check and drug testing. Drug testing will occur before employment offer will be extended.

Are you willing to have such checks conducted in order to be considered for employment?

Yes or No

Indicate the times you are available to work in Fall 2020/Spring 2021.

Please note: We will work around your class schedule, but we will schedule work hours based on office needs. Nights and weekends occasionally required.

	SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							

Application Statement Verification

The information contained in this application is correct to the best of my knowledge. I am aware that my GPA can and will be verified by the selection committee at the time of application and at the end of every semester in which I am employed. I understand that I must maintain a cumulative GPA of 2.5 and each semester must maintain a current GPA of 2.25 to continue employment.

Signature

Date