

Assistant Director-Iowa Sexual Abuse Hotline, RVAP

The University of Iowa is Iowa's largest employer and a university with a world-renowned reputation. From the health sciences to the arts, our aim is to provide a diverse and technologically advanced community where all can work and learn together to achieve excellence. We strive to realize the Iowa Promise to become one of the ten most distinguished public universities in the country. On our beautiful campus spanning the Iowa River, our faculty and staff enjoy access to an array of cultural, educational, and recreational activities. The University of Iowa offers an exceptional benefits package and many other support resources to help employees balance their professional and personal lives.

The Rape Victim Advocacy Program (RVAP) is a department within the Division of Student Life at The University of Iowa. RVAP is a sexual assault victim advocate and prevention agency that also hosts the Iowa Sexual Abuse Hotline. While the Iowa Sexual Abuse Hotline supports survivors throughout the entire state, RVAP provides additional healing support, prevention and advocacy services to the following counties: Cedar, Des Moines, Henry, Iowa, Johnson, Lee, Washington, Van Buren. The mission of RVAP is to provide free, confidential, trauma-informed advocacy to all affected by sexual violence and promotes social change through prevention education.

This position will provide administrative/operational support for the Iowa Sexual Abuse Hotline including financial reporting, grant writing and human resources and coordinate prevention/education and volunteer programs. Participate and coordinate staff back-up shifts on a periodic rotational basis with other ISAH staff members.

Position is a term position; one-year with the ability to extend up to 6 years or become permanent.

Salary and Benefits:

- \$40,125 to commensurate.
- Fringe benefit package include 24 days paid vacation; sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans.
- Check out https://jobs.uiowa.edu/why_ui/index.php for WHY IOWA

Requirements:

- Bachelor's degree in human services, behavioral science, social work, business or equivalent combination of education and experience; Master's preferred.
- Administrative experience (typically 5-7 years) including financial management, performance management, program development, and data management.
- Extensive experience (typically 3-5 years) identifying and preparing successful grant applications and ensuring required reporting and compliance.
- Demonstrated work experience with sexual abuse survivors in a rape crisis center or similar setting.
- Experience with standard office computer applications.
- Extensive knowledge of and ability to utilize tools, techniques and processes for gathering and reporting data.
- Excellent written and oral communication skills; strong organizational skills and ability to manage multiple tasks and respond quickly and effectively to challenges and deadlines.
- Extensive knowledge and application of the communication techniques and relationship building skills that develop the ability to work with a variety of individuals, groups, and diverse backgrounds in a constructive and collaborative manner.
- Ability to complete Iowa CASA Sexual Abuse Counselor Training and Certification within one year of hire.

Desirable Qualifications:

- Administrative work experience (typically 1-3 years) at a sexual assault or domestic violence center or victim services agency.
- Work experience in a confidential environment.
- Work experience coordinating and scheduling 24-hour services.
- Knowledge and understanding of social media and marketing.
- Bi-lingual skills in a foreign language.

Applicant credentials are subject to verification. To apply for this position visit our website at <http://jobs.uiowa.edu> and search for Requisition #67334. Applications will be accepted through **September 16, 2015**

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.