**Prevention, Outreach and Education Department Prevention Education Specialist**

Focus: Anti-Discrimination Policy Training, Outreach and Engagement

Michigan State University is developing a team with a primary focus on educating the university community on Anti-Discrimination policy as part of a collaborative effort to prevent discrimination, relationship violence, stalking, and sexual misconduct. The Prevention Education Specialist is a critical piece of this network. This position has a focus on the support and education of Michigan State University community members on the anti-discrimination policy.

This specialist is an experienced professional with extended knowledge on the prevention of discrimination and harassment. This position reports to the Anti-Discrimination Education Program Coordinator and works within a team of program managers to create a university network of programs for all employees and students. This position has a specialized focus of support and prevention education related (but not limited) to the anti-discrimination policy and will be responsible for the following duties:

* Assist with the creation of trainings and educational opportunities specifically for employees and students regarding the Anti-discrimination Policy at MSU
* Assist with the creation of educational resources including brochures, posters and other educational materials.
* Work with the ADP Education Program Coordinator and POE leadership and team members to facilitate and coordinate events to engage campus community and increase dialogue around the anti-discrimination policy.
* Support climate and response initiatives as needed, including coordination of trainings, listening sessions and assisting in responding to climate needs within MSU units.
* Remain up to date on research, policy and best practices related to the prevention of discrimination, sexual assault, relationship violence, and stalking.
* Evaluate current programming to inform learning outcomes.
* Work collaboratively with university and community partners
* Facilitate trainings, workshops and other presentations as needed.
* Represent POE in response to requests from other departments and community partners.
* Other duties as assigned.

QUALIFICATIONS: Minimum of a Bachelor’s degree, Preferred a Master’s degree in social work, student affairs, public health, psychology, or related field; Preferred experience in working with organizations to deliver services to people impacted by discrimination, sexual assault, dating/domestic violence or stalking; Knowledge of relevant federal policies, including Title VII, Title IX and Clery Act; Solid understanding of diversity, general social justice issues, and intersectionality; Ability to maintain confidentiality and act with discretion, sensitivity, and neutrality; Ability to make sound decisions in urgent situations; Strong oral and written communication skills; Ability to work independently as well as collaboratively; Computer skills, including proficiency in Microsoft Office programs.

For questions, please reach out to Samm Martin at [poe.sammmartin@msu.edu](mailto:poe.sammmartin@msu.edu)

To apply, please visit careers.msu.edu and search posting 1000994, or visit the link below:

[POE Prevention Program Specialist / Educational Program Coordinator II - East Lansing, Michigan, United States](https://careers.msu.edu/jobs/poe-prevention-program-specialist-educational-program-coordinator-ii-east-lansing-michigan-united-states)