

Job Title: Confidential Resource Advisor

Date of Issue	Rev'd September 2025; July 2023	CBU	Non-represented
Position No.	00025631	Job Family	19
Department	SOHR	FLSA	Exempt
Campus	University Services	Wage Grade	4

Primary Purpose of Position

To provide emergency and ongoing support to survivors of sexual violence, intimate partner violence and stalking.¹

Essential Duties

- A confidential resource advisor is responsible for providing the following information and resources regarding incidents of sexual violence, intimate partner violence, or stalking to students and employees:
 - Reporting options and the probable effects of each option.
 - Counseling services that are available on campus and through a local sexual assault support center or domestic violence resource center.
 - Medical and mental health services are available on campus and off campus.
 - When requested, campus escort services for security.
 - Available supportive measures, including academic and residential life accommodations.
 - For students considering temporary or permanent withdrawal or reduced enrollment, student loan counseling, including but not limited to information regarding loan deferment, forbearance, or other applicable student loan programs.
 - The institution's investigative, non-disciplinary, and disciplinary processes.
 - The legal process of local, state, and federal law enforcement agencies.
 - That the institution's disciplinary process is not to be considered a substitute for the criminal justice process; and
 - Any limits on the ability of the confidential resource advisor to keep private or confidential the information of the student.
- A confidential resource advisor, regarding an alleged incident of sexual misconduct:
 - May, if appropriate and directed by a student, assist the student in contacting or reporting to campus or local law enforcement agencies.
 - Shall notify a student of the student's rights and the institution's responsibility regarding a protection order, no-contact order, or any other lawful order issued by the institution or by a criminal, civil, or tribal court.
 - May not be required to report the incident to the institution or a law enforcement agency unless otherwise required to do so by state or federal law.
 - May attend an administrative adjudication proceeding or the institution's disciplinary proceeding as the advisor or support person of a student's or employee's choice.



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¹ 20-A MRSA c. 445 Sexual Violence, Intimate Partner Violence and Stalking at Institutions of Higher Education.

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- o May disclose confidential information only with the prior written consent of the student or employee who shared the information or if required by state or federal law.
- o May not provide services to both the reporting party and the responding party to the incident of sexual violence, intimate partner violence, or stalking.
- o May not act as a counselor or therapist unless the confidential resource advisor is a licensed counselor in this State and the student engages the confidential resource advisor in that capacity.
- o Shall notify all campus resources that are involved in providing or enforcing supportive measures or accommodations of their duties.
- Develop trauma-informed practices and training in support of building awareness and prevention of sexual misconduct.
- Consult and participate in the implementation of violence prevention outreach, education, and training for diverse populations.
- Coordinate with on-campus, if any, and off-campus rape crisis centers and domestic violence support centers
- Complete extensive annual training consisting of forty (40) hours of training on sexual violence, intimate partner violence, and stalking; twenty (20) hours of educational training on issues related to sexual violence, intimate partner violence, and stalking, including but not limited to awareness, a trauma-informed response and prevention of sexual violence, intimate partner violence and stalking; unconscious biases to race, gender, and sexuality; and relevant federal policies, and the University's policy under 20-A M.R.S.A. §12982.
- Coordinate data sharing with Clery Officer(s) in a manner that supports Clery compliance without violating confidentiality.
- Maintain and complete timely reports to document accurate service data and other related administrative needs such as travel, expenses, etc. Generate relevant reports; participate in organizational and committee meetings; maintain positive working relationships with partners and stakeholders and provide consultation as assigned.
- Lead and participate in program and organizational projects and initiatives, as assigned, to meet current program goals and priorities.

Nonessential Duties

Perform related duties as assigned or required to meet Department, Executive Area/Division, and University goals and objectives.

Supervisory Responsibilities

No supervisory duties.

Reporting Relationship

Reports to the Chief Human Resources Officer.

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Knowledge, Skills, and Abilities

Required:

- Experience working with survivors of sexual and intimate partner violence and/or trauma and stalking.
- Experience providing culturally responsive services for diverse communities.
- Ability to handle multiple tasks simultaneously, meet time-sensitive deadlines, maintain confidentiality, and prioritize workload with minimal supervision.
- A collaborative team approach to work, meets individual goals and constructively provides, seeks, and implements feedback.
- Strong verbal and written communication skills.
- Ability to utilize programs such as Microsoft Office, Google Docs, Zoom, case management software.

Qualifications

Required:

- Bachelor's degree or equivalent years of relevant work experience and/or training and education
- Experience in sexual violence or domestic violence advocacy
- Demonstrated ability to effectively provide victim services related to sexual violence, intimate partner violence, and stalking.

Preferred:

- Master's degree in counseling, social work, or related field.
- Strong administrative skills.
- Experience working in the field of sexual and intimate partner violence and stalking.
- Experience in one or more of the following areas: conducting training, developing curriculum, supervising staff and/or volunteers, recruitment and retention of staff, leading support groups, and/or working with teens.
- Experience developing and implementing training/education programs.
- Contemporary knowledge of current events, social movements, climate, and political trends broadly and those related to campus life especially. Experience working in a university setting and college communities.

This position may work a hybrid schedule, with up to 20% remote work, if desired.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.



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Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____