

NAVIGATING CAMPUS PARTNERS

HOW TO USE THIS DOCUMENT:

This document is intended to assist new and co-located campus advocates get to know the campus staff that they may interact with while providing direct service to students impacted by violence. The departments/roles included here are not meant to be an exhaustive list, but a list of areas an advocate is likely to interact with and may provide helpful partnership for the campus advocacy program.

CONSIDERATIONS:

This document was created with support from VOCA-CI-2020-AGSATF-00003, awarded by Crime Victim and Survivor Services Division, Oregon Department of Justice. The following information is not offered as, not intended as, and does not constitute legal advice. It is provided for informational purposes only. None of the information provided here should be considered a substitute for professional legal advice, therefore, you should not act or rely on information without first seeking the advice of an attorney.

TIPS FOR SUCCESSFUL PARTNERSHIPS

- When possible, we suggest talking to folks (in person or remote appointments) to create a face-to-face atmosphere. Rapport building with partners is vital! Whenever possible make these connections BEFORE you have a survivor ready for a referral. This will ensure a smooth, warm hand-off, and a better experience for the survivor.
- We find referrals to advocacy programs come more often and more consistently when there is familiarity with the advocate and advocacy office. What questions do your campus and community partners have about your program?
- The following pages include a list of potential campus partners and information on how they may interact with your advocacy services. You also might ask among the campus folks you talk to “who else should I introduce myself to?”

CAMPUS PARTNER CHECKLIST

For each of the campus offices/roles below, do you have...

- A specific staff person or role identified (for referrals)? What is their contact information?
- Their business cards/brochures/information (to share with your advocacy clients)?
- Do the listed campus partners have your contact information and program materials? This can facilitate easier and more frequent referrals from campus partners.
- Is their office/program operating in-person, virtually, or both? This is a helpful detail to have when talking with students.

POTENTIAL CAMPUS PARTNERS



TITLE IX OFFICE

- Title IX staff will be involved in situations where students have experienced violence that reaches the threshold where the college or university is required to respond by state and federal law. Title IX folks on campus may also be involved with pregnant or parenting students, as well as other sex-based discrimination issues.
- Each campus does things differently. Here are a few roles that might be part of the Title IX office on your campus. We recommend having the names and contact information for each of these roles that exist on your campus.

Title IX Coordinator: _____

Title IX Investigator(s): _____

Front Office Staff: _____

DEAN OF STUDENTS OFFICE

- Dean of Students offices are often tied to other campus offices like Title IX, Student Conduct, or Residential/Housing Departments.
- Also, sometimes staff have multiple roles, for example: perhaps the Dean of Students is also a Title IX Deputy.
- We recommend filling in each role even if the staff overlaps. This way you can map out which staff members can assist students in a variety of ways.

Dean of Students: _____

Assistant to the Dean/Front Office Staff: _____

POTENTIAL CAMPUS PARTNERS



VIOLENCE PREVENTION STAFF/PREVENTIONISTS

- Preventionists play a vital role in supporting campus programs that serve survivors. In order for a community to be fully invested in prevention, they must also know and believe that survivors in the community are cared for. Prevention staff can be collaborators for outreach and increasing visibility of advocacy services.

Violence Prevention Staff: _____

Student violence prevention program contact information:

IDENTITY CENTERS/ORGANIZATIONS

- These departments can be great allies in programming and likely have annual events already in place.
- Partnering with Identity Centers on campus - such as LGBTQ+ Resource Center, Multicultural Student Union, Veterans Resource Office, DREAM Center, and others - will benefit students you serve by providing options for referring folks to communities they may be a part of AND getting to know folks in those populations will help them to comfortably and confidently refer students your way.
- If your campus does not have Centers or Departments related to these student populations perhaps there are student groups and organizations that support students in a similar way.

Identity Center/Organization Staff:

POTENTIAL CAMPUS PARTNERS



ACADEMIC PROCESS PROFESSIONALS/ ACADEMIC COUNSELORS/ ACADEMIC ADVISORS

- Advocates often assist students with petitions or other academic processes. Folks who work in advising, academic success, or even the registrar may be partners in providing students with academic accommodations and/or remedies.
- It is helpful to talk through those processes with the various staff who play a part in those circumstances prior to referring students. The better you understand the, the better you can assist students as they navigate the systems.

Advising/Student Success Staff: _____

Registrar: _____

Additional Roles: _____

BUSINESS OFFICE & CASHIER

- Advocates assist students in finding answers to financial questions, for instance if a student drops a class as the result of gender-based violence, or incur a fee that should be reversed. It is helpful to know someone who has the authority to forgive debt, to provide an emergency loan (if available), or discuss student account information with the student in need.

Business Office Contact: _____

Cashier: _____

POTENTIAL CAMPUS PARTNERS



HEALTH & COUNSELING DEPARTMENT

- Sometimes advocacy services are housed within the student health and counseling department. In other cases health and counseling staff are important contacts for student referrals back and forth. Students impacted by violence can benefit from working with both a counselor and an advocate.
- Additionally medical staff may be involved if the student seeking assistance has physical injuries or has medication needs related to their experience.

Medical Staff: _____

Counseling Staff: _____

Front Office Staff: _____

ATHLETICS DEPARTMENT

- Staff (and student leaders) in Athletics can be important campus allies. Athletic programs have consistent contact with student athletes, making coaches and other staff first responders when a student discloses violence. Having strong connections with these programs can create opportunities for outreach and training, as well as referrals for survivors that are athletes and may benefit from advocacy support.
- If you or your agency already have a connection to a coach or other Athletics staff member, you can work with them to identify key figures in the Athletics division that may benefit or want to work more closely with advocacy services.

Athletics Director: _____

Athletic staff responsible for Title IX eligibility/compliance: _____

Specific coaching staff (i.e. Basketball, Tennis, etc.) : _____

POTENTIAL CAMPUS PARTNERS



RESIDENTIAL LIFE/HOUSING DEPARTMENT

- Housing or Residential Life staff specialize in supporting students and are professional relationship builders. If your campus has a residential program, ask what types of programming, communication strategies, etc. they might recommend for engaging with their students!
- Additionally, residential/housing staff may be involved in emergency housing or safety related change in housing for students you work with.
- Often student housing includes student leadership bodies (like the Residential Honor Society, Residential Housing Association, Hall governments, etc.) who make funding and programming decisions on behalf of student residents. These organizations can be great partners in programming/activities/workshops for students to participate in.

Housing Office Staff: _____

Housing Leadership Staff: _____

Area Coordinators/Hall Directors/Community Liaisons (folks who manage student staff):

CAMPUS SAFETY/SECURITY OFFICE

- Your campus will likely have some sort of Campus Public Safety or other type of security team. These folks are trained first-responders who are likely to be involved in situations where students have been impacted by violence.
- Advocacy programs and campus security work together to ensure a survivor-centered, trauma-informed experience for students you work with.
- Campus safety departments often offer resources, such as safe ride programs; talk with them to find out what services are available for students.

Campus Safety/Security Front Desk: _____

Campus Safety/Security Staff: _____

POTENTIAL CAMPUS PARTNERS



STUDENT CONDUCT OFFICE

- Sometimes Student Conduct staff overlap with Title IX, Dean of Students, or Residential/Housing Staff.
- "Office/ Department of Student Conduct" may also be called "Office/Department of Rights and Responsibilities" at some colleges and universities.
- Student conduct professionals may include campus investigators (which may specialize in investigating sexual misconduct and harassment), case management staff, behavioral intervention teams, and more.
- Again, even if folks serve multiple roles on campus, it is wise to document each role in order to see how the system works to serve students.

Conduct Coordinator: _____

Investigator: _____

Front Office Staff: _____

