



Our Future Starts With *You!*

POSITION Campus Services Coordinator (HELPS)

DEPARTMENT Crime Victim & Sexual Violence Center

SALARY \$50,642

WORK LOCATION 112 State St., Albany, NY 12207

HOURS 8:30A-4:30P M-F - Daytime, overnight, weekend,
and holiday hotline coverage is required for this position.

BENEFITS

Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

The Campus Services Coordinator develops and delivers prevention education, awareness programs, and community engagement initiatives for students, faculty, and staff at colleges and universities throughout Albany County. This position provides compassionate, trauma-informed advocacy, crisis counseling, and support to students who have experienced sexual assault, dating violence, stalking, or other forms of interpersonal violence. The Coordinator builds strong partnerships with campus communities and community organizations to promote prevention, bystander engagement, and a culture of safety and respect. The role also contributes to the recruitment, training, and supervision of volunteers. This is an opportunity for a collaborative and passionate professional to make a meaningful impact on college campuses while supporting survivors and advancing efforts to prevent interpersonal violence. This position includes 24-hour crisis hotline coverage and may require evening and weekend meetings, events, and community activities.

KEY RESPONSIBILITIES

- Develops and delivers prevention education and awareness programs on sexual assault, dating and domestic violence, stalking, harassment, bystander intervention, assailant dynamics, and related topics for students, faculty, staff, and community partners.
- Provides trauma-informed advocacy and support to students who have experienced interpersonal violence, including crisis counseling, campus and Title IX advocacy, safety planning, referrals, and medical advocacy or accompaniment.
- Builds and maintains campus and community partnerships by participating in campus meetings, coalitions, community events, and mobilization initiatives focused on prevention, intervention, and survivor support.
- 24-hour crisis hotline coverage
- Assists with and support volunteer recruitment, training and supervision

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in a human services-related field AND at least one (1) year of human services-related experience; OR
- B. Graduation from an accredited college or university with at least an Associate's Degree in a human services-related field AND at least two (2) years of human services-related experience.

SPECIAL REQUIREMENTS

- Eligibility for and possession of a valid New York State driver's license at time of appointment
- Successful clearance of the required Suitability Determination (Background investigation is conducted by the appointing authority.)

Please upload a resume, cover letter and transcripts with your application.

POINT OF CONTACT FOR INQUIRIES

Amanda Wingle- Director
Amanda.wingle@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.



Daniel P. McCoy
Albany County Executive