COMMUNITY DIVERSITY ASSISTANT POSITION DESCRIPTION
2012-2013

OVERVIEW:
Bryn Mawr College is home to students from many countries, representing a diversity of race, ethnicity, ability, socioeconomic status, age, religion, sexual orientation, values and perspectives (to name a select few). Together we comprise Bryn Mawr College community. Bryn Mawr's greatest asset is the diversity of the student body. To enlist the cooperation of students in this effort, while providing an exciting leadership opportunity, we are accepting applications for individuals interested in becoming a Community Diversity Assistant (CDA).

Community Diversity Assistants will function as a proactive educational advocacy group. Advocates will engage in ongoing training on diversity-related issues and topics. Utilizing their training and personal experience, these leaders will conduct a variety of educational programs, workshop presentations and facilitate increased discussion of and appreciation for our diverse College Community.

POSITION OBJECTIVE:
The Community Diversity Assistant works with other undergraduate students to help students explore issues of diversity, including but not limited to culture, ability, ethnicity, gender, race, religion, class, political affiliation, national origin, and sexual orientation. CDAs are intended to help prepare students to learn, lead and serve in a diverse and changing world. This position is supervised collaboratively by the Assistant Dean and Director of Leadership and Community Development and the Director of Residential Life, in conjunction with the CDA Co-Heads.

RESPONSIBILITIES:
Community Building
Facilitate discussions with peers and the campus community to explore issues that support building a diverse, socially-aware, and justice-oriented community. Educate peers and campus community as to the nature of a diverse and just community, as well as community norms. Facilitate an environment free of hate and intolerance that is conducive to student personal success and growth. Promote a community where diversity is valued through mutual respect and empathy towards one's peers.

Development [Training]
Demonstrate personal and professional investment in diversity education and training. Model the qualities of a balanced, involved student-advocate on campus.

Education [Programming]
In concert with the Dorm Leadership teams, affinity groups, the Pensby Center and community members, CDAs initiate and implement imaginative and provocative programming regarding issues of diversity, tolerance, empathy, and privilege. Programming reflects students' and community needs, knowledge of student development, the mission of the College, and is framed by the culture of the living community.

Resource Person
Be knowledgeable of the Pensby Center’s (formerly known as the Office of Intercultural Affairs) programs and services for students interested in diversity initiatives on campus. Be knowledgeable about the services provided in the Counseling Center, Dean’s Office, and other resources for students experiencing personal or communal diversity challenges.

Role Model
Model appropriate behavior under the Honor Code. Educate one's peers through role modeling. Follow guidelines for community living and address behavior which impacts the level of tolerance within the community.

Teamwork
Serve as part of a community team working with the other campus leaders to uphold the Honor Code and mission of the College. Provide clear and frequent communication with team members.

Advocacy
Serve as advocates for issues of diversity and community. Balance the student voice with that of the institutional needs.
TERMS OF EMPLOYMENT:

- CDAs receive a one-year contract, subject to review and evaluation at the end of each year. The Assistant Dean and Director of Leadership and Community Development and the Director of Residential Life, in conjunction with the CDA Co-Heads will evaluate each CDA's performance of the duties as outlined in the job description, as well as the objectives of the staff team.
- CDAs are expected to uphold College policies and the Honor Code. CDAs must be available, and perceived as available to their team members and community.
- CDAs may also be asked to be available for special events, including orientation and training sessions throughout the year.
- CDAs must be available to attend scheduled group meetings with other CDAs to discuss issues and plan events.
- CDAs must be available to return for orientation on Sunday, August 26, 2012 (move-in on Saturday, August 25)

TERMINATION:
Termination, by mutual agreement, may be effected at any time. This appointment is also subject to termination by the Office of Residential Life and the Pensby Center prior to its normal expiration if the enrollment of the staff member at Bryn Mawr College ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, for failure to meet academic or employment standards, or for conduct that violates College policies or that does not meet the standards of behavior set by the College. Upon termination of employment, by the staff member herself, by the College, or by mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed.

QUALIFICATIONS:

- Must be a positive role model (including being in good academic standing with the College) and have the experience or character to enable success in developing relationships with one's peers and facilitating community.
- Must be committed to learning and personal development on the job.
- Must be full-time students having completed at least two full semesters in a college setting prior to beginning the position. (rising sophomores, juniors and seniors only).
- Candidates may not hold the position of Hall Advisors or Customsperson. Candidates who have applied for the HA or Customsperson positions may apply for CDA, but in the event that the candidate receives and accepts the HA or CP position, they will no longer be eligible for the CDA position.

REMUNERATION:
Students are selected to serve for an entire academic year. CDAs will receive a stipend of $600/semester and are expected to work an average of 2-5 hours a week.

APPLICATION PROCESS:

- Written application
- Contact information for two references; one faculty/staff; one peer
- Group discussion with all candidates on Saturday, March 24 (time and location TBA)
- Individual interview for selected candidates March 26-30
- Positions will be offered by April 6.

All application materials must be submitted via e-mail to aabdulrahm@brynmawr.edu AND bsampson@brynmawr.edu no later than March 16 at 4:00pm.

FOR FURTHER INFORMATION CONTACT:
Angie Sheets at asheets@brynmawr.edu or Vanessa Christman at vchristm@brynmawr.edu

Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age, or physical disabilities in its college-administered programs or its employment practices.