Black at Bryn Mawr Tour Guide
2020-2021

Introduction
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. The Black at Bryn Mawr program brings to light the previously hidden stories and experiences of African-American students, staff and faculty at the College. The program draws on the initial research of Grace Pusey '15 and Emma Kioko '15. Since 2015, when the project began, these stories and experiences, as well as critical documents and photographs, have been archived on Bryn Mawr's website and shared in workshops and on walking tours. The program evolves along with the College and as additional research is conducted, chiefly by students and through the College's Special Collections, and is currently adding a mentoring component. In the summer of 2018, Pensby Fellow Jada Ceasar conducted research on the sustainability of the program, looking at peer institutions Mount Holyoke and Smith.

Overview of Duties
Tours are a key component to the Black at Bryn Mawr program. The Black at Bryn Mawr Tour present tours that explore the experiences of Black students, faculty, and staff at the College from its founding in 1885 to the present day, building institutional memory of the College’s engagement with race and racism.

Roles and Responsibilities
• Learn and memorize all tour information.
• Answer impromptu questions

Terms of Employment
• Tour Guides are expected to uphold College policies and the Honor Code.
• Tour Guides will participate in required trainings and regular meetings with Student Coordinator. Occasional meetings with a Pensby staff member will also be required.
• Tour Guides may be asked to be available for special events throughout the year.
• The Tour Guide position is considered an appointment for one complete academic year, subject to review and evaluation.
• Tour Guides will be paid at an hourly rate and are expected to work an average of 1-2 hours per week. This estimate is provided as a guideline, and fluctuations are expected to occur throughout the year with approval from supervisor.

Qualifications
• Must be a positive role model.
• Must be committed to learning and personal development on the job.
• Must be full-time students having completed at least two full semesters prior to beginning the position and must be in good academic standing with the College.
• Must be able to navigate Bryn Mawr’s campus.

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