

BRYN MAWR

COLLEGE

COMMUNITY DIVERSITY ASSISTANT JOB DESCRIPTION 2023-2024

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. Learning to live with others and understand differences is a vital part of the college experience. The Community Diversity Assistant (CDA) role was developed to help the Bryn Mawr community understand and celebrate its diversity and intersectionality across a variety of identity dimensions. CDAs serve as important educational resources and support the community in its on-going growth in the areas of diversity, equity, and inclusion.

CDAs will serve as resources and engage in on-going training on issues related to diversity, power, and privilege. Utilizing this training and their own personal experience, CDAs will conduct a variety of educational programs, workshop presentations, and facilitate increased discussion and appreciation for our diverse College community.

Overview of Duties

CDAs are returning students who are assigned to particular residence halls and serve as a diversity resources for undergraduate residents. CDAs help students explore issues of diversity, including but not limited to culture, ethnicity, gender, race, religion, class, political affiliation, national origin, and sexual orientation. CDAs help students prepare to learn, lead, and serve in a diverse and changing world. CDAs are expected to serve as role models in the spirit of the Honor Code through their words and actions. This position is supervised by the Associate Dean for Equity, Inclusion, and Community Life.

Roles and 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.
- Support peers and the campus community in developing an understanding of community norms that embrace diversity and social justice.
- Serve as a resource that helps to facilitate an environment free of hate and intolerance and that is conducive to student growth and success.
- Promote a community where diversity is valued through mutual respect, communication, and shared empathy.

Programming

- Initiate and facilitate at least four (two per semester) creative and educational dorm-wide hangouts related to diversity, self-awareness, social justice, and empathy.
- Help bring dorm community together to socialize, discuss, and grow in its understanding of issues related to diversity.

Resource Person

- Offer regular office hours to answer questions residents may have about issues of diversity on campus
- Be knowledgeable about campus resources and offerings of The Pensby Center that provide support in the face of personal or communal diversity challenges.

Role Model

- Model positive behavior that aligns with the Honor Code and serve as a role model in the exploration of diversity, equity, and inclusion.

- Work collaboratively with other members of the Dorm Leadership Team to support a healthy and positive community.
- Follow guidelines for community living and address behavior which impacts the life of the community and its members.

Dorm Leadership Team Member

As members of Dorm Leadership Teams, students are encouraged to work together to achieve group goals and maintain positive communities throughout the residence halls. It is expected that students will take their roles in the DLT seriously and that they will communicate effectively with teammates and with support staff (Deans' Office, Residential Life, Student Activities & Orientation, or Pensby Center) to do so. In addition to collaborating within dorm spaces to create safe, productive residential environments, it is expected that DLT members will accomplish the following tasks:

- Educate the dorm community about various responsibilities of the DLT and the positions within the DLT, as well as the support resources that each position offers.
- Maintain a strong presence within the dorm by keeping office hours, being available during high-need periods, and other mechanisms.
- Communicate with administrators, namely the DLT support staff, when situations arise that warrant administrator input or involvement.
- Attend all DLT training sessions, which occur before the start of the academic year and throughout each semester.
- Attend to the administrative tasks associated with a DLT position.
- Attend 2 meetings with fellow DLT members per semester, as coordinated and facilitated by the dorm presidents and Residential Life Staff.

In order to ensure that DLT members can achieve the above tasks, all DLT members are limited to holding **only one** position within the DLT. If a DLT member fails to satisfactorily complete the above tasks, the DLT support staff reserves the right to hold students to their position agreement, including the removal from the DLT.

Terms of Employment

- CDAs are expected to uphold College policies and the Honor Code. CDAs must be available, and perceived as available, to their dorm team members and community.
- CDAs will participate in required trainings and weekly cohort meetings.
- CDAs may be asked to be available for special events throughout the year.
- The CDA position is considered an appointment for one complete academic year, subject to review and evaluation.
- CDAs will be assigned to a specific dorm by the selection committee and will have responsibility for a specific area of the hall. Acceptance of a CDA position requires acceptance of the room assignment.
- CDAs will be paid at an hourly rate and are expected to work an average of 2-4 hours per week. This estimate is provided as a guideline, and weekly fluctuations are expected to occur throughout the year, especially during Customs Week.

Qualifications

- Must be a positive role model and have experience or character to enable success in developing relationships with one's peers and supporting a positive community experience.
- 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 (rising sophomores, juniors and seniors only).
- Must be in good academic standing with the College.
- Because this is an employment opportunity, students must be U.S. citizens or have an employment authorization document (EAD) in addition to a valid social security number (SSN).

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.

Application Procedures

All CDA candidates will complete the written application. If selected to advance in the selection process, candidates will participate in personal interviews.

FOR FURTHER INFORMATION CONTACT:

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