



Davis Center Community Builders Position Information

2017-2018

<https://davis-center.williams.edu/community-builders/>

The Davis Center

Our Mission – The Davis Center advances broad campus engagement with complex issues of identity, history, and cultures as they affect intellectual, creative, and social life.

Collaborating with all sectors of the College community—students, staff, faculty, and alumni—and with off-campus partners, the Center initiates and supports dialogue about and action toward access, equity, and inclusion at Williams and elsewhere. The Center:

- Leads campus conversation on issues of diversity and equity, especially around race, ethnicity, gender, sexuality, socioeconomic class, first-generation status, religion, ability, and other intersectional identities;
- Advises, mentors, and supports students from historically underrepresented and underserved groups;
- Supports affinity groups and their programming;
- Works with academic departments and programs to advance pedagogical and curricular initiatives that foster inclusion and effectively address issues of power and equity;
- Serves as a resource for students, staff, and faculty.

The Davis Center is a part of the [Vice President's Office for Institutional Diversity and Equity](#), which also consists of the Vice President, Associate Dean for Institutional Diversity, and Office of Special Academic Programs. Together, this unit seeks to strengthen Williams College's commitment to inclusion by ensuring that diversity initiatives are advanced and celebrated.

Community Builders Position Description

The Community Builders are a Davis Center-trained, peer-to-peer diversity education group. Community Builders work closely with the DC staff and are part of the Center's efforts to provide education for the campus on issues of identity, power, and privilege in order to build a more inclusive community. This is a paid position for the 2017-2018 academic year.

Duties and responsibilities

- Attend weekly trainings with DC staff and others and engage in assigned readings on workshop facilitation and diversity topics. Develop competencies in independently leading workshops. (approximately 2-3 hrs/week)
- Facilitate diversity workshops and discussions for campus constituents, such as Social Identity 101, LGBT+ 101, film discussions, etc. (2 hrs per occasion)
- Provide peer office hours, such as serving as a resource for initial questions about diversity topics, directing inquiries to resources such as services and literature, providing information about programs run by the DC, etc. (approximately 2-3 hrs/week)
- Provide administrative relief, including but not limited to: answering telephones, running campus errands, making copies, designing posters, greeting office guests, contribute to the maintenance of DC physical spaces, and other administrative duties as assigned (approximately 2-3 hrs/week)

Required Qualifications

- Excellent communication skills
- Maturity and willingness to engage in difficult conversations
- Ability to speak in front of groups of 10-30 people
- Ability to handle confidential matters and maintain professionalism
- Ability to work with diverse constituents
- Ability to work well with others
- Willingness to tackle new projects
- Ability to work between 8-10 hours per week

Preferred Qualifications

Basic facilitation skills, peer counseling/advising, working knowledge of diversity topics, administrative experience

To Apply

Submit a cover letter detailing your qualifications in reference to the responsibilities and qualifications listed above, as well as your interest in the position. **Send submissions and questions to Angela Wu at anw3@williams.edu.**

Timeline

Sept. 11, 11:59 pm	Applications due
Sept. 13-20	Interviews
Sept. 20	Notifications