Position Description

Community Engagement Fellow

The Community Engagement Fellows are a Davis Center-trained, peer-to-peer diversity education group. The DC Community Engagement Fellows work closely with the DC staff and are part of the Davis Center’s effort to provide education for the campus on issues of identity, power, and privilege in order to build a more inclusive community.

Duties and Responsibilities:

- Attend weekly trainings and meetings with DC staff and others and engage in assigned readings on workshop facilitation and diversity topics. Develop competencies in leading workshops. (approximately 2-3 hrs/week)
- Facilitate diversity workshops and discussions for campus constituents, such as Social Identity 101, film discussions, etc. (2 hrs per occasion)
- Provide peer office hours, such as serving as a resource for initial questions about diversity topics, tabling in Paresky weekly, 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 support, including but not limited to: answering telephones, running campus errands, making copies, designing posters, greeting office guests, contributing to the maintenance of DC physical spaces, and other administrative duties as assigned (approximately 2-3 hrs/week)
- Capstone Project (2-3 hrs/week)

Required: excellent communication skills, willingness to engage in difficult conversations, ability to speak in front of groups of 10-20 people, ability to handle confidential matters and be professional, 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 experience: basic facilitation skills, peer counseling/advising, working knowledge of diversity topics, administrative experience