Position Description

POSITION TITLE: Graduate Coordinator for the Common Ground Multicultural Dialogue Program
SUPERVISOR’S TITLE: Program Director, Common Ground Multicultural Dialogue Program

DESCRIPTION
The Common Ground Multicultural Dialogue Program in the Department of Resident Life provides opportunities for dialogue among students with different identities, views, and experiences. The program brings together diverse groups of 12 to 16 undergraduates to engage in peer-led, structured exploration of contemporary societal dilemmas that have important implications for twenty-first century U.S. multicultural society such as affirmative action, abortion, same-sex marriage, racial profiling, and immigration policy. The program design is deliberative and encourages an analytical approach to dialogue.

The Graduate Coordinator will assist the Program Director by providing administrative, organizational, logistical, training, teaching, and/or research support for all aspects of the Common Ground program. The Graduate Coordinator may also provide support for other Department of Resident Life programs, processes, committees, and multicultural initiatives involving the Program Director.

SPECIFIC RESPONSIBILITIES
Specific responsibilities of the Graduate Coordinator will be determined by the Program Director based on the current needs of the program and the unique interests, abilities, and experiences of the Graduate Coordinator. In general, responsibilities will be in the following areas:

Administrative Support
• Organize and schedule four-session groups, one-session groups, and identity activities. This includes timely and accurate coordination and communication with those who request dialogues and activities, Peer Dialogue Leaders, and dialogue group participants.
• Respond effectively to requests for dialogues. Collaborate to develop ideas, topics, and appropriate group structures.
• Prepare and manage group materials including rosters and evaluations.
• Maintain regular and accurate updates to all program databases and calendars, including the master schedule and the master group summary.

Supervision
• Assist with the hiring, training, supervision, scheduling, and evaluation of the Common Ground student assistants and Peer Dialogue Leaders.
• Coordinate and track student assistants’ and Peer Dialogue Leaders’ hours for pay.
• Manage all student hiring paperwork, hours, and payroll.
• Establish developmental relationships with students; provide effective and on-going feedback.

Marketing/Program Development
• Assist in preparing an annual Peer Dialogue Leader/Common Ground newsletter.
• Maintain an accurate and updated Peer Dialogue Leader alumni database.
• Coordinate the Common Ground presence at activities and events that enhance the visibility of the program such as the First Look Fair and the Syn*Quest Collaborative kick-off.
• Develop, implement, and enhance marketing efforts for the Common Ground program in areas including the Common Ground website, visual materials, and informational/training sessions for students and staff.
• Work to develop relationships with potential departmental and campus collaborators.

Teaching and Training (Potential area of responsibility, based on experience)
• Assist with teaching Leadership in a Multicultural Society – BSOS 301 and/or Adaptive Strategies for Multicultural Leadership and Dialogue – EDCP 318L. This could include preparing class materials and activities, reading and responding to student journals, participating in weekly instructor/TA meetings, teaching class sessions, and grading.
• Assist with facilitating the Peer Dialogue Leader Training, a three-credit internship opportunity. Prepare training manuals and materials, manage logistical and scheduling needs, facilitate training sessions, and track individual students’ projects and internship hours.
• Assist with conducting consultation meetings with Peer Dialogue Leaders before and after dialogue group sessions; encourage reflection and discussion about group facilitation, issues related to group process, and strategies for handling upcoming sessions.
• Assist in facilitating and presenting program-related training and development sessions throughout the department and the campus community.

Research (Potential area of responsibility, based on experience)
• Assist with various research projects related to student participants’ and dialogue leaders’ experiences in the Common Ground program. This could include designing research studies, managing IRB paperwork, reviewing relevant literature, conducting interviews and focus groups, data collection and management, data analysis, and writing reports. There may also be opportunities to work on manuscripts for publication and/or present at conferences.

General Departmental Functions
• Engage in problem-solving and creating new program initiatives.
• Participate in Department of Resident Life administrative and centralized processes and functions such as opening, residence hall tours, and room selection.
• Serve on departmental committees at supervisor’s discretion.

QUALIFICATIONS
• Bachelor’s degree and enrollment in a University of Maryland, College Park graduate program.
• Experience and/or demonstrated interest in undergraduate multicultural education
• Commitment to creating a climate of respect for multiple perspectives, backgrounds, identities, and experiences.
• Experience and proficiency with Microsoft Excel preferred.

This is a 12-month, live-out position which requires a commitment of approximately 20 hours per week, including some evening and occasional weekend hours. On occasion, additional hours may be required to perform job responsibilities. The term of this position is the beginning of July 2018 – end of June 2019.