



## **CARE CENTER FELLOW JOB DESCRIPTION AND APPLICATION**

### **CARE Center**

The CARE Center (Community, Access, Resources, and Expression) is an innovative undertaking that proactively engages and educates the community to develop the skills needed to have difficult conversations, identify with one another across social barriers or ideological difference, and engage in effective dialogue towards solutions and resolutions. In the CARE Center and throughout our Student Affairs Division, we use an action-reflection learning model to facilitate student engagement and leadership development. Students are encouraged to grow as collaborative, empathic leaders and to contribute to the vitality of the campus community and broader society. We help students to develop their abilities to act in interdependent contexts, to respect one another's needs, contemplate multiple and contrary perspectives and engage in mature and mutual relationships—to do well and to do good in the world.

We also provide resources and services to support inclusion and remove barriers to student success. Student affairs staff use an action-reflection learning model to facilitate student engagement and leadership development. Students are encouraged to grow as collaborative, empathic leaders and to contribute to the vitality of the campus community and broader society.

### **Position Overview**

The CARE Center seeks to hire students to serve as CARE Center Fellows for the 2022-2023 Academic Year. Fellows are expected to uphold the Center's guiding principles of openness to all, intellectual pluralism, evidence-based decision-making, and student-centeredness. The CARE Center Fellow program models the types of interactions we aspire for all students at CMC to adopt in their day-to-day peer interactions. The program is designed to foster intercultural communication, leadership, identity development through skills-based training, programming and daily discourse, and engagement with visitors of the space. Students are responsible for supporting the daily operations of the Center during and after business hours, managing administrative tasks, serving on committees, and planning and executing programming that is consistent with the mission of CARE.

We are seeking students who are passionate about building community and fostering dialogues across difference. Applicants must be committed to fostering a supportive campus environment that values multiple identities, viewpoints and perspectives. As part of the role, Fellows will be responsible for facilitating events and programs related to identity, equity, inclusion, community building and wellness. Additionally, all fellows are expected to serve on at least one CARE Center Fellow Committee. This appointment is for the entire academic year, and requires ongoing staff development training relating to diversity and inclusion throughout employment including The CARE Center **mandatory staff retreat and training Friday, September 9-10, 2022.**

### **Job Duties**

- Support the overall daily operations of the CARE Center
- Plan and execute at least one program a semester as well pre and post self-assessment and administering assessment surveys to attendees.
- Serve on one of the CARE Center Fellow Committees.
- Participate in CARE Center Fellow staff training, bi-weekly staff meetings, and professional development opportunities as required.
- Staff the CARE Center, and manage administrative responsibilities including but not limited to enforcing ID card check-ins for tracking purposes, providing customer service, data entry, making photocopies, re-

stocking supplies, cleaning, assisting Dean of Students staff with providing access and tracking usage of CARE Center spaces including the conference room and offices.

- Support and partner with student organization leaders in planning and executing programs.
- Carry out other duties, as assigned.

### **Highlighted Leadership Development Skills Acquired From the Role**

- Increased cultural competence and understanding
- Active listening and interpersonal skills
- Facilitation and public speaking skills
- Improved dialogue skills on politically, socially polarizing and complex topics
- Improved conflict management skills
- Event planning skills
- Increased awareness of campus and consortium resources
- Customer service skills

### **CARE Center Fellow Requirements**

Must be an enrolled student of CMC in good academic and disciplinary standing. Desirable candidates should demonstrate excellent communication, interpersonal skills, punctuality, and organizational skills. They must demonstrate the ability to complete task assigned in a timely manner and work both individually and within team settings. Flexibility is essential for this position. Successful candidates should demonstrate an awareness of inclusion and social justice related issues and/or a willingness to expand their capacity in this regard. Those chosen contribute directly to making our campus a more inclusive community, and serve as ambassadors for CARE and the Dean of Students Office. **All** students are welcome to apply.

### **Reporting Structure:**

CARE Fellows work with the CARE Center Manager and Leads, Administrative Assistant for CARE Center/Title IX/Office of Civil Rights, Assistant Dean of Students for Diversity & Inclusion, and Chief Civil Rights Officer. CARE Fellows report directly to the Associate Dean of Students for Diversity & Inclusion/CARE Center Director.

**CARE Center Operating Hours: Sunday-Friday 9:00am-12:00am, Saturday 10:00am-6:00pm**

**Number of Hours:** 4-10 per week on average, additional hours may be available depending on availability and need.

**Salary:** \$15.00 per hour (This position is open to all and not limited to work study students.)

### **Submitting an Application**

- Interested applicants can submit an application through Google Forms: <https://forms.gle/rhe8BL9CbrDsfW9k7>
- Applications are due no later than 8:00 am on Monday, March 7, 2022
- Applicants will be asked to submit a current resume and answer each of following questions in 250 words or less.
  - Why are you interested in working in the CARE Center?
  - Please share a strength you possess. How will you utilize your strength as a CARE Fellow?
  - Please share a skill or competency you'd like to improve upon. How will you work to improve on this skill or competency as a CARE Fellow?
  - What does allyship and community mean to you? Please share an example of how you have fostered allyship and community professionally and/or personally.