



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

### **Position Overview**

The CARE Center seeks to hire students to serve as CARE Center Fellows. Students are responsible for supporting the daily operations of the Center during and after business hours, managing administrative tasks, serving on various CARE Center committees, 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 September 17-18, 2021**.

### **CARE Center Fellow Requirements**

Must be an enrolled student of CMC in good academic and disciplinary standing. Desirable candidates should demonstrate excellent 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.

### **Job Duties**

- Planning and executing at least one program a semester as well completing pre and post self-assessment and administering assessment survey to attendees.
- Serving on one CARE Center Fellow Committees.
- Attending CARE Center Fellow staff training, bi weekly staff meetings and professional development opportunities,
- Participating in CARE Center mid-year check in and exit interview as required
- Attend large-scale events hosted by CARE (PEER Conference, Open House etc.)
- Staffing the CARE center, and managing administrative responsibilities including but not limited to: enforcing ID card check ins for tracking purposes, greeting visitors, answering phones, data entry, making photocopies, assisting Dean of Students staff with providing access and tracking usage of CARE Center spaces including the conference room and offices.
- Fostering outreach with various campus and community partners
- Supporting and partnerships with student organization leaders in planning and executing programs.
- Carrying 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
- Increased skills to work across diverse groups, identities and perspectives
- Improved dialogue skills for engaging in 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 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:** \$14.00 per hour (This position is open to all and not limited to work study students.)

### **CARE Center Student Staff Application**

Please prepare and upload a video telling us about yourself and why you are interested in the CARE Center Fellow role. We are looking for content of your answer, so please do not worry about your background location or noises and interruptions. Just be sure we can hear you clearly. The video should be able to be viewed on a PC (.mp4 or .mov), not longer than two minutes per question, and without special effects or enhancements.

#### **Video Prompts (Max of 2 minutes per question)**

1. Please tell us about yourself and why you are interested in the CARE Center Fellow role?
2. Please share an experience and/or qualities you possess that help foster community and collaboration across difference.

**Also, please answer the following questions in 250 words or less.**

1. Please share with us your passions or interest in the areas of identity, diversity and inclusion.

2. What does allyship mean to you? Please share an example of how you have fostered allyship professionally and/or personally.

**Application Instructions**

Please send all application materials to [care@cmc.edu](mailto:care@cmc.edu)

Please [upload video here](#)

Application are due no later than **12:00pm on Thursday April 8 2021**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_