

Job Title: Graduate Assistant for Intergroup Dialogue

Department: Center for Inclusion and Diversity

Date: Academic Year Assistantship, August 2023 – May 2024

The Institute for Transformative Dialogue project, a partnership between Student Affairs and the College of Liberal Arts and Social Sciences, creates opportunities for the CMU campus community to engage in critical dialogues across difference both in academic and co-curricular settings. The Institute supports academic coursework involving intergroup dialogue learning, curricular development in both academic and student affairs programs, and training and professional development in intergroup dialogue competencies and facilitation skills.

General Statement of Duties:

The position assists the Institute for Transformative Dialogue project in creating spaces for intergroup dialogue across co-curricular and academic programs by reporting to and assisting the project co-directors (one student affairs professional and one faculty member). Tasks will vary week by week according to the needs of the project, including facilitator training and coaching, program design, delivery of staff training, faculty support, and the administrative functions of the project. The ideal candidate will have prior experience facilitating intergroup dialogues or similar curricula in social justice education.

Minimum Qualifications:

- Earned Bachelor's degree
- Admission to Central Michigan University's College of Graduate Studies
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image

Specific Duties Performed:

- Collaborate with the Institute co-directors to develop and deliver training in intergroup dialogue facilitation skills.
 - Serve as a co-facilitator or solo facilitator, as appropriate, for training sessions (audiences include professional staff, paraprofessional staff, peer facilitators, faculty across academic and student affairs offices, including Residence Life);
 - Provide support to instructors of the academic course in intergroup dialogue facilitation;
 - Serve as a part of a coaching team for undergraduate intergroup dialogue peer facilitators;
- Collaborate with the Institute co-directors in designing effective intergroup dialogue lesson plans.
 - Support curricular development for existing and new coursework in intergroup dialogue;
 - Support the project's consultations for curricular development for student affairs programming, including Residential Curriculum;
- Support facilitation of campus events utilizing intergroup dialogue.
 - Develop event programming in collaboration with Institute co-directors and partners;
 - Organize and support peer facilitators for events;
 - Serve, as needed, as co-facilitator for events;
- Assist with administrative functions of the Institute.
 - Support development and implementation of project assessment initiatives;
 - Provide administrative office support for project co-directors;
 - Provide administrative office support for faculty teaching intergroup dialogue coursework;
- Other duties as assigned