The Diversity Awareness Office (DAO) provides information and support to the university community in the areas of multicultural awareness and community building, prejudice education, and practical resources relating to diversity issues. The DAO manages programs such as Safe Zone and Sustained Dialogue which encourage and foster diversity awareness around issues of gender, class, religion, sexual orientation, and ethnicity. Awareness of diversity is examined through trainings, lectures, dialogue groups and social events. The DAO provides a safe supportive environment in which students can begin to understand the diversity they experience on campus as well as the larger global community.

Part of the vision of the DAO is to foster increased understanding of difference throughout the university and in the surrounding community. We see the existing diversity as a valuable resource towards this goal, and seek to involve students in all steps of the process. From this, we hope to add to the leadership skills of those students interested in the processes of raising visibility and understanding of difference and multiple perspectives.

The Sustained Dialogue program at MSU is a student organization housed in the Diversity Awareness Office. It is part of a larger network called the Sustained Dialogue Campus Network (SDCN) whose mission is to develop everyday leaders who engage differences as strengths to improve campuses, workplaces, and communities.

The Sustained Dialogue Student Program Coordinator will coordinate all aspects of the Sustained Dialogue program at MSU, under the guidance and supervision of the DAO Program Manager. The coordinator will have the responsibility of recruiting, managing, and training moderators, providing identity workshops to the campus community, planning and implementing Public Dialogues and the Common Ground Retreat, and developing educational materials for the program. In addition, the coordinator will be responsible for organizing activities for De-Stereotype Me Day twice per year. As a student organization, Sustained Dialogue works to gather funding from various sources throughout the year. The coordinator will work with the Program Manager to apply for funds from sponsoring MSU offices. When in need of additional funds, the coordinator will also need to be prepared to contact academic departments and outside entities to solicit funds for specific events. The coordinator will maintain ongoing communication with the DAO Program Manager, other advisors, contacts with Sustained Dialogue Campus Network (SDNC), and contacts across campus.
Employment Start Date: August 18th, 2016

Required Qualifications:

- Must be enrolled as a student at Montana State University
- Must be able to commit to working 10-15 hours per week during the academic year on Sustained Dialogue (excluding university holidays and breaks)
- Must be self-motivated and able to work independently, while also functioning as a team player
- Must be able to make presentations and speak to groups of any size
- Must possess an understanding of complex identity issues, embrace diverse populations, and be willing to learn about new perspectives
- Must be able to work in a high-traffic, social, shared office space

Preferred Qualifications:

- Past experience with the Sustained Dialogue program or process
- High attention to detail and strong organizational skills
- Knowledge of Microsoft Office programs, Excel, Google Docs, Facebook, and Dropbox

Benefits:

- Living allowance of $1,000 per semester made in equal monthly payments
- Opportunity to gain exceptional leadership, program coordination skills and practical work experience
- Opportunity to make MSU and the surrounding community more inclusive of all social identities

To Apply:

- Application can be found at http://www.montana.edu/diversity/

For more information, contact:

Diversity Awareness Office
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