DIVERSITY PEER EDUCATOR
JOB DESCRIPTION
2019-2020

MISSION - OFFICE OF DIVERSITY EDUCATION & SUPPORT:

Diversity is a source of strength and a defining characteristic of Harvard College. Our commitment to inclusion and belonging enhances our mission and solidifies our national identity as a place of excellence and innovation. The mission of the Office of Diversity Education and Support is to cultivate a more inclusive College community and enhance the personal growth of our students by providing specialized training, consultation, and facilitated dialogue on matters related to identity, inclusion and belonging. We aim to enhance students’ awareness and understanding of the diverse identities and experiences of their peers and foster greater connection and engagement with each other across differences.

DIVERSITY PEER EDUCATORS PROGRAM:

The Office of Diversity Education and Support will hire 20 students to serve as Diversity Peer Educators (DPEs) for AY 2019-2020. As interns for the Office of Diversity Education and Support, DPEs serve a critical role in addressing the need for bridging and belonging, sustained dialogue, and training opportunities across the Harvard College community. DPEs work together as a team, receive specialized weekly training, and work in partnership with office staff to consider the strategic direction and priorities of the program. The main purpose of the Diversity Peer Educator program is to take a proactive approach in building relationships between and among communities and to promote dialogue as an ongoing exercise at Harvard College.

PRIMARY DUTIES:

- Work as part of the office and DPE team to plan, facilitate, or support one peer-to-peer dialogue that address a wide range of social justice, diversity, and inclusion topics each semester.
- Plan and implement at least one House/Dorm Project each semester, working in collaboration with Race Relations Tutors/Proctors and other House/Yard staff.
- Work in collaboration with other DPEs to co-facilitate consultations and trainings for student organizations who request foundational diversity and inclusion educational opportunities.
- Participate in mandatory weekly trainings every Wednesday from 5:30-7:30pm
- Participate in mandatory intern staff meetings every Fridays from 3:00-4:00pm
- Complete 4 hours of weekly office hours to complete DPE work.
- Attend mandatory pre-semester DPE Internship Training: August 28-30, 2019
- Attend mandatory January Retreat: January 23-24, 2020

ADDITIONAL DUTIES:

- As an ambassador of the Office of Diversity Education and Support, engage with communities across the Harvard College campus and attend programs and events to show support for relevant organizations and initiatives.
- Assist the office staff in the creation and implementation of campus-wide programming efforts.
- Seek out opportunities for collaborative projects with departments and student organizations.
- Offer support to the College community when pressing needs emerge during the year.
- Commit to work for the 2018-2019 academic year with a possibility of continuation.
QUALIFICATIONS:

- Ability to understand and articulate matters of social justice, diversity and inclusion.
- Must be committed to the mission of the Office of Diversity Education & Support.
- Proven experience working cooperatively as part of a team.
- Strong interpersonal skills & ability to work collaboratively with diverse students and staff.
- Ability to effectively manage time and multiple projects and make the DPE Program an extracurricular priority.
- Ability to stay abreast of current events on campus and general campus climate.
- Demonstrated desire to learn and develop new skills.

CONDITIONS OF EMPLOYMENT AND MANDATORY DATES:

- Commit to working as a DPE for at least one year during AY 19-20 with the option of coming back as a returning DPE in subsequent years.
- Must be available to work 8-10 hours per week at $15/hour.
- Attend mandatory weekly DPE Trainings Wednesdays' from 5:30-7:30pm and DPE Staff Meeting Fridays from 3:00-4:00pm.
- Complete 4-6 “office hours” of project-based work per week in the DPE office, to include a biweekly check-in with supervisor.
- Be available to attend the DPE Internship Training on August 28-30, 2019
- Be available to attend the DPE January Retreat on January 23-24, 2020