

Juilliard

Diversity Advocate (DA) Job Description

General Description

Diversity Advocates (DAs) work with the Office of International Advisement to address issues of diversity and inclusion which impact the Juilliard community. Through cultural and educational programs, community forums, and informal interactions, DAs work to educate the larger campus community on issues pertaining to diversity, culture, internationalism, and social justice. DAs help to create a safe space in which potentially sensitive or uncomfortable issues can be discussed and addressed while also creating an environment in which diversity and culture can be celebrated and enjoyed.

Primary Responsibilities

Create Diversity Programs

- Lead at least 1 active program per semester which includes:
 - Submitting formal program proposals and promotional materials at least 3 weeks in advance
 - Submitting program evaluations within 1 week of the event;
 - Handling program logistics and presentation (if applicable).
- Attend and assist at least one DA event each semester which includes supporting promotion, set-up, clean-up, etc.
- Create one passive program per semester to educate the Juilliard community on nationally recognized heritage months and other topical information.
- Co-facilitate diversity programs with OIA including:
 - Diversity sessions during Orientation;
 - Monthly Diversity Dialogues;
- Work with other DAs to ensure at least one DA event per semester is for Juilliard Thrives credit.

Support Diversity Initiatives

- Assist Office of International Advisement and other professional staff with planning, designing, implementation (i.e. set-up, supervision, clean-up etc.), and evaluation of cultural and educational programs (including nationally recognized heritage month events) with a targeted focus on diversity and inclusion.
- Actively participate in International Education Week programs (3rd week of November).

Collaborate with the Office of International Advisement

- Meet with OIA supervisor monthly to discuss program planning, professional development, and community needs as they pertain to diversity and inclusion.
- Meet with supervisor for monthly 1-on-1's to discuss programming, the environment at Juilliard, and professional development.
- Attend all Diversity Advocate-related training sessions with follow-up meetings as needed. Required trainings include:
 - Spring 2023 Student Leadership Training
 - Fall 2023 Diversity Advocate Training
 - Fall 2023 Orientation Diversity Sessions
 - Spring 2024 Planning Meeting
- Serve as a liaison between the student body and the Office of International Advisement.
- Submit time sheets and receipts for reimbursements in a timely manner.
- Perform other duties and projects as developed and assigned.

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Time Commitment & Key Dates

- Diversity Advocate Training: August 19th – 20th ***Subject to change once academic calendar is officially published***
- 2-3 hours per week from September 2023-May 2024 depending on individual program responsibilities and including the bi-weekly DA Meetings

Qualifications

- Full-time enrolled College Division student in good academic and disciplinary standing
- Ability to recognize and feel comfortable discussing issues pertaining to diversity and inclusion
- Have general knowledge of diversity related issues and a strong interest in educating oneself on diversity related topics through research and discussion
- Ability to work collaboratively and independently
- Attended and actively participated in an Orientation Diversity session

Preferred Qualifications

- Attended one or more Diversity Dialogue sessions
- Previously attended a Safe Zone training
- Participated in previous Diversity Advocate events/programs
- Desire to expand knowledge on topics related to diversity and inclusion

Remuneration

- \$15 per hour (when working in a DA capacity).
- \$15 per hour (when working in an OIA student assistant capacity, i.e. assisting with International Move-In and Orientation and working as an office assistant).
- Meals during trainings.
- Development of leadership and facilitation skills.