Beloit College
Student Employment Job Description

Position Title: Sustained Dialogue Moderator
Hourly Rate: $7.50
Department: Office of Intercultural Affairs
Supervisor: Sarah Tweedale
Work Location: Multiple on campus locations
Account Number: 04-53518-41667-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 16

Work Schedule
A student in this position can expect to work [ ] hours per day, 5 hours per week.
The student will work ☐ Monday thru Friday ☒ Saturday ☐ Sunday ☒ any day of the week.
Hours are available during the following times of the day: TBD.

Department/Position Overview
Sustained Dialogue moderators are facilitators of small weekly student intercultural dialogue groups. Each pair of moderators will be trained to co-facilitate a group - eight to twelve student participants - that meets weekly for 90 minutes, for at least one full semester. They will lead the Sustained Dialogue five-stage "dialogue-to-action" process, to create a safe space to address individual and campus-wide issues of social identity: race, ethnicity, sexual orientation, religion, political affiliation, and more. In addition to leading the weekly group meetings, moderators will be expected to work approximately 3 hours per week in SD planning, evaluating, training, and campus outreach.

More Detailed Information Available
www.beloit.edu/sd

Description of Duties and Tasks
☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision
☒ Become trained, comfortable and knowledgeable in the Sustained Dialogue process
☒ Become skilled and committed small group facilitators
- Participate in ongoing on-campus SD workshops, coaching, brainstorming, and best-practices sessions (in the form of bi-weekly phone calls, emails, and large-scale programming)

- Become campus resources for SD (e.g. enhance and collaborate with RA and OL training, New Student Days, FYI, Advising Practicum, BSC, IFPC, and clubs; collaborate with faculty and staff developing new intercultural courses and campus events)

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **participated in a previous Sustained Dialogue group, taken "C" (intercultural literacy) courses, and a track record of positive leadership in building an inclusive campus across different social identities.**
- Commitment to engaging peers of different social identities with curiosity, openness, and respect
- Commitment to building an inclusive college community
- Articulate about Beloit student needs, campus culture, and the dynamics of social identity, culture, privilege/marginalization, both broadly on campus and in own experience