

SUSI Program Associate Description

Position Title: Dialogue Institute Program Associate Study of the United States Institute on Religious Diversity and Democracy

Classification: This position is initially remote and part-time beginning June 1st and will require about 10 hours a week until students arrive on Friday, June 21st, when it becomes full-time and in-person. Full-time 40-50 hours/ week from June 18th to July 20th, 2024. Hours may vary from week to week; the schedule will provide for clear times off.

Purpose: To serve as a residential colleague for twenty undergraduate student participants in the Study of the U.S. Institute on Religious Diversity and Democracy, as well as provide logistical support to SUSI staff. This position is designed to help train and support future interfaith global citizens and leaders. Program associates will also serve as a discussant and dialogue partner for participants.

Accountability: This position is under the immediate direction of SUSI Program Director Andi Laudisio.

Responsibilities:

- Program duties:
 - Attend, document, and assist as requested with designated program sessions
 - In cooperation with senior staff, support the six specific goals and the core emphasis of the institute (Religious Pluralism)
 - Participate in regular staff meetings and additional consultations with Co-Administration as requested
 - Dialogue with participants about program themes in a professional manner
- Administrative/ logistical duties:
 - Taking photos of participants at in-class lectures and site visits throughout the program for the purpose of social media and event documentation
 - Inventory of all housing supplies; creation of a list of needed items and ensuring purchasing of all item
 - Set up of participant apartment with needed supplies
 - Taking attendance at classrooms and site visits
 - Placing and confirming food orders and ensuring the food is delivered to the classroom or venue in coordination with the Administrative Director
 - Provision of coffee breaks, etc
 - Confirming participant transportation in coordination with the Administrative Director
 - Delivery of per diems, honoraria for speakers, and other appropriate acknowledgments i.e small gifts, thank you notes, phone calls
 - Set up and clean- up classrooms and other venues used for meals, group sessions, and public events

- o Dialogue with students and assist in accessing any materials on the digital learning platform
- Residential duties:
 - o Live in the dorm with students
 - o Respond to any immediate need or student emergency- contact Andi Laudisio if needed
 - o Orient students to student life in the U.S; help provide information about the city and environs for scholars
 - o Respond to daily needs/ issues regarding housing, food, laundry, computers, phone cards, identification cards, etc
 - o Respond to questions/ needs re: program requirements, free time activities, etc.
 - o Provide a supportive, friendly presence to students and scholars in day- to-day living context
 - o Help to administer community guidelines, e.g. students to class on time, back at dorm on time, making sure everyone is accounted for, and accompany possible trips to doctors and/ or hospitals
 - o Be ready to help the scholars utilize library resources

Requirements:

- Sensitivity to cultural and religious differences; openness and commitment to interreligious dialogue, maintaining a professional stance with students and scholars
- Ability to discuss sensitive matters with a professional approach that helps develop student leaders
- Excellent organizational skills and mature judgment, attention to detail, and capability of setting appropriate priorities under pressure
- A friendly and courteous manner, with effective leadership skills and ability to cooperate with all staff members
- Willingness to be nonpartisan on political issues and help focus students and scholar on the priority topics of religious freedom and democracy
- Knowledge of Arabic, Spanish, German, French useful

Remuneration:

Stipend \$4,000. Housing and group meals provided. Stipend is intended to cover personal choices for food, gas, miscellaneous purchases. You will be paid by direct deposit on June 28th (\$2,000) and on July 31st (\$2,000).

I agree to the above terms of service for the stated remuneration

_____, Program Associate

Date: _____

Andi Laudisio, Program Director

Date: _____