

**Position Description**  
**Offices of the Dean of Students**  
**Multicultural Student Center**  
**Working Title: Social Justice Education Specialist**  
**Official Title: Associate Student Service Coordinator T25FN**

**Position Overview:**

As a part of the Multicultural Student Center (MSC), a unit of the Offices of the Dean of Students, the Social Justice Education Specialist will take the lead in planning and implementing quality social justice educational programs and services that will build an awareness of and appreciation for diversity and foster a climate of inclusion on the UW-Madison campus. This position will report to the MSC Director. Reporting lines are subject to change.

**Job Responsibilities**

Serve as a Campus-Wide Resource Regarding Diversity and Social Justice

- Develop and maintain a strong understanding of the current situation of diversity efforts on the UW-Madison campus, and past initiatives. This includes knowing basic demographical information of various student populations on campus, understanding the basic history of the different social justice movements on the UW-Madison campus, and having a thorough understanding of Plan 2008, the preceding Madison Plan and any future Diversity Plans
- Provide leadership and information about resources that facilitate the University's responsiveness to diversity and equity
- Assist the MSC in becoming a clearinghouse for resources related to diversity and social justice
- Procure and maintain a wide collection of multicultural and social justice library resources and materials to be made available to the University community through the MSC Library
- Work in collaboration with the Office of Equity and Diversity to help coordinate the Student SEED program

Program Planning and Implementation

- Plan, implement, evaluate and provide quality programs and services which are designed to increase cross-cultural competencies and awareness of power and privilege among all students, foster social justice, improve campus climate and enhance the involvement and academic/personal success of students of color, LGBTQ students, women and other historically marginalized groups
- Create custom-tailored, high quality workshops for undergraduate and graduate students
- Develop a Peer Education/Peer Facilitator program that develops students' capacity for facilitation around Social Justice and allows for leadership opportunities for students
- Develop and facilitate Brown Bag Seminars on diversity and teaching for graduate student teaching assistants and other staff that work with students in a teaching capacity

- Assist in the development of social justice weekend retreats (i.e. Understanding Privilege in collaboration with PREA, Student of Color Connection and Mosaic Weekend) in collaboration with appropriate campus partners
- Work in collaboration with UW-Madison Morgridge Center for Public Service and other service learning programs on campus to establish a community partnership program that enhances student experiences with off-campus civic engagement opportunities regarding Social Justice
- Collaborate with the Office of Multicultural Arts Initiatives and the 1<sup>st</sup> wave learning community to provide creative avenues for students to engage in discussions around social justice
- Assist in the planning and implementation of ODOS division-wide workshops/trainings
- Mentor student SEED Facilitators
- Work with the Office of Equity and Diversity Learning Communities Coordinator and the Student SEED steering committee

#### Networking

- Develop and maintain cross-campus relationships
- Develop connections and maintain contact with inter-group and social justice programs across the country
- Cultivate and maintain an effective, collaborative and engaged network of staff, faculty, students and other relevant on-and-off campus resources that share a commitment to working on issues of diversity, multiculturalism and social justice
- Maintain relationships with community organizations to help bridge the relationship between the University and the Madison community
- Maintain appropriate relationships with community youth and provide educational opportunities that will help them to think critically about social justice issues
- Dialogue and collaborate with other campuses involved in social justice education work

#### Planning and Assessment

- Identify funding resources for social justice programming initiatives
- Write grant proposals and solicit funds for social justice programming initiatives
- Develop evaluation and assessment tools for program initiatives

#### Commitment to MSC and ODOS Division

- Assist in the development of MSC annual reports and climate surveys
- Serve as a contributing, active and positive member of the MSC staff team and be committed to the organizational success of the Multicultural Student Center
- Demonstrate a commitment to fostering an inclusive living-learning-working community and demonstrate a willingness to work collaboratively and respectfully with other Dean of Students divisional members and to serve on Divisional committees
- Take personal responsibility for fostering a positive workplace climate and make ethical decisions which promote organizational and institutional success

- Perform other duties as assigned

**Minimum Qualifications:**

- ❖ Bachelor's degree required (Master's Degree preferred in higher education administration, student affairs/personnel, social work, education, counseling, educational or counseling psychology, and cultural/ethnic studies).
- ❖ Minimum of three years experience working with diverse student groups designing, organizing and facilitating training and workshop sessions;
- ❖ The successful candidate will exhibit a lifelong record of commitment to eradicating oppression on the basis of gender, race/ethnicity, sexual orientation and other marginalized and/or underrepresented groups.
- ❖ Strong facilitation skills and experience a must; ability to lead a deep, engaging discussion while managing conflict and encouraging growth
- ❖ Be a professional with the proven or potential ability to implement dynamic social justice education programs as well as build and nurture effective coalitions and collaborative partnerships;
- ❖ Proven ability to work effectively with individuals and groups from a variety of identities, cultures, backgrounds and ideologies as well as personal and social orientations in a compassionate, culturally competent manner
- ❖ Have a sound understanding of and ability to creatively and appropriately apply student development and identity development theories
- ❖ Possess strong interpersonal communication skills; organization skills, and writing skills
- ❖ Demonstrated ability to collaborate effectively
- ❖ Willingness and ability to work evening and weekend hours

**Preferred qualifications:**

- ❖ Experience training individual students or student groups
- ❖ Experience training faculty/staff
- ❖ Experience writing and securing grants
- ❖ Experience developing and utilizing evaluation and assessment tools
- ❖ Experience in community organizing

The successful candidate must exhibit a flexible working style and strong work ethic. The successful candidate must also practice ethical boundary-setting with students as befits a student affairs professional, as well as honor and demonstrate a strong sense of accountability and advocacy to the students whom he/she serves. The individual will be in the unique position of being both a University employee and a change agent who appropriately challenges the structures, processes, policies and culture of the University so as to bring about meaningful change to promote social justice and equality (for all students).

Full time salary rate: **\$37,000**

Anticipated Start Date: **April 1, 2009**

Application Deadline Date: **February 13, 2009**

**Application Process:**

Applications must be received by application deadline to ensure consideration. Applicants should submit a current resume and a cover letter that addresses how their experiences and skills match the qualifications and expectations for this position, as well as names, addresses, phone numbers and e-mail addresses of three references. Submit applications to:

Diane Steele  
Human Resources Coordinator  
75 Bascom Hall  
500 Lincoln Dr  
Madison, WI 53706-1380  
[dsteele@odos.wisc.edu](mailto:dsteele@odos.wisc.edu)

**ELECTRONIC APPLICATIONS ARE STRONGLY ENCOURAGED.**

**NOTE:** Unless confidentiality is required in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.