

Global Village Graduate Student Program Coordinator

Position Description

Last Updated 4/13/2018

Supervised by:

Danielle Hussey, Assistant Dean for Pluralism and Leadership, Office of Pluralism and Leadership

Residential oversight:

Jordan Drolet, Assistant Director of Residential Education for the LLCs at McLaughlin

Logistical oversight:

Katharina Daub, Associate Director for Academic Initiatives, First-Year Programs, and Living Learning Communities, Residential Education

Collaborates with:

Global Village Lead Team

Global Village Undergraduate Advisors (UGAs)

Global Village Faculty Advisors

Global Village Advisory Board

Campus Partners (including OPAL, Dickey Center, King Scholars, Frank Guarini Institute for International Education, etc.)

Global Village – General Information:

Students from around the world and from all class years can live together in an interdisciplinary, integrated learning experience that holistically equips students to thrive as ethical, engaged, and responsible world citizens and scholars. The Global Village is open to all students with global perspectives and interests regardless of background experiences. To learn more about the Global Village, please visit:

<https://students.dartmouth.edu/living-learning/communities/global-village/about-global-village>

Position Details:

The Graduate Student Program Coordinator (GSPC) for the Global Village will plan, coordinate, schedule, and implement academic, cultural and social programming taking place in the Global Village and sponsored by OPAL, Residential Education, the Global Village, student organizations, academic departments and administrative offices at Dartmouth. The GSPC will also support undergraduate international students, including first-year students in their transition to campus.

The GSPC is expected to:

1. Attend the orientation and training offered by Residential Education for Live-In Advisors prior to the new academic year.
2. Attend meetings for advisors/live-in advisors.
3. Meet weekly with supervisor.
4. Help to coordinate International Student Pre-Orientation for incoming international undergraduates at the beginning of the academic year.
5. Communicate regularly and effectively with all members of the Global Village team.
 - a. Convene weekly GV Lead Team meetings and represent GV General at these meetings.
6. Work closely with the Global Village Lead Team and Global Village UGAs by participating in the development and implementation of programming, including but not limited to:
 - a. Provide weekly programming and engagement for residents.

- b. Support additional event planning across Global Village
 - i. Collaborate with OPAL to plan and execute I2P2 (International Issues, Personal Perspective) programs throughout the term and insert own creative programs with a global theme during weeks that do not have an I2P2 scheduled.
 - c. Attend events
 - d. Update and maintain calendars, marketing materials, etc. including Global Village OrgSync and Facebook pages
 - e. Coordinate Global Village room reservations for smaller lounge spaces
 - f. Assess student engagement
 - i. Facilitate use (marketing) and completion (attendance recording) of OrgSync for the entire Global Village among GV Lead Team members and then run termly event and attendance reports.
7. Advise Global Village Council through weekly council meetings and collaboration with students between meetings.
 8. Serve as a resource and referral agent for international residents.
 - a. Hold weekly open advising office hours (2 hours) preferably during the evening or on the weekend when other campus offices are closed. Be creative with this so as to actually meet the students where they are at and connect with them.
 9. Budget management. Assist in the allocation of funds to support planned programs, within the guidelines of Dartmouth College.
 10. On a termly basis (pre-term and throughout the term), provide written program planning and progress reports.
 11. Participate in the termly resident selection process for the Global Village.
 12. Provide feedback on UGA applications to the Global Village.
 13. Work closely with Assistant Dean and Advisor to International Students to help facilitate interim activities and programs for international students.
 14. Other responsibilities as required. Responsibilities could change depending on the needs of the program.

Time Commitment:

The GSPC is expected to dedicate 10 hours each week to the responsibilities of the position. This includes fall, winter, spring, and summer terms as well as interim periods. The hours could include meetings, event planning, events, office hours, 1:1 conversations with residents, etc. This position is a live-in role. Time away, including weekends and interim periods, should be requested from supervisor.

Qualifications Required:

- strong interest in international political, social, and cultural issues
- some global experience including travel and/or living in another country
- experience with people from a variety of racial, ethnic, and religious groups
- possess strong organizational and interpersonal skills and a high level of personal and intellectual maturity
- ability to serve in role for full academic year (with possible renewal for additional years)

Qualifications Preferred:

- prior residence hall leadership experience

Compensation:

- One bedroom apartment with private bathroom (no kitchen) in Goldstein Hall, one of the buildings of the LLCs at McLaughlin and the home of the Global Village.
 - The apartment comes with Wi-Fi and individual hardwired Ethernet service, free local and domestic long distance telephone and voicemail services, and access to broadcast television.
 - The living space is available year-round as long as the GSPC will be continuing in the position, and barring renovation or large-scale maintenance projects. Otherwise, occupancy of these accommodations will end at the completion of the appointment as GSPC. The move-in and move-out dates are coordinated with the Office of Residential Life.
 - The GSPC is responsible for keeping the residential space clean and well maintained.
- Please note that parking is not included with the position, but is available at Dewey Lot and needs to be purchased through the Parking Office. During the winter parking ban period, individuals are asked to park along the bank side of Dewey Lot, which assists Facilities with their lot treatment and snow removal processes (no additional permits are required for this).
- Mail may be received at your department's Hinman Box or you may purchase at PO Box in town.
- Appointments are for one academic year, renewable with annual review.