

Shabazz Center for Intellectual Inquiry (Shabazz Center) Fellow
Position Description
Last Updated 4/13/2018

Supervised by:

Rachel Edens, Assistant Dean for Pluralism and Leadership, Office of Pluralism and Leadership

Residential oversight:

Nadia Vargas, Assistant Director of Residential Education for Shabazz Center

Logistical oversight:

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

Collaborates with:

Shabazz Center team

Shabazz Center UGA

Campus partners – African and African American Studies (AAAS), Black Caucus, community members

Shabazz Center for Intellectual Inquiry – General Information

The mission of the Shabazz Center for Intellectual Inquiry is to enhance the intellectual and cultural milieu of the Dartmouth College campus with particular regard to those issues which pertain to the historical and contemporary experiences of people of African descent. To learn more about the Shabazz Center, please visit:

<https://students.dartmouth.edu/living-learning/communities/identity-based-communities/shabazz-center-intellectual-inquiry>

Position Details:

The Shabazz Center Live-In Fellow facilitates integrative learning that fosters academic, social, and personal growth of residents. Additionally, the Live-In Fellow administers and facilitates the intersectional and educational Shabazz Seminars and is responsible for aiding and supporting students in the creation of community engagement programs that reflect the spirit of the Shabazz Center.

The Fellow 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 monthly meetings for advisors/live-in advisors.
3. Meet weekly or biweekly with supervisor.
4. Communicate regularly and effectively with all members of the Shabazz Center team, including attending Advising Team Meetings.
5. Hold weekly open advising 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.
6. Program Administration
 - a. Collaboratively facilitate Shabazz Seminars and Community Engagement event for the Shabazz Center.
 - i. Coordinate and facilitate four (4) seminars regarding Black Community and Identities on Sundays, while keeping track of each resident's

- attendance. Arrange with co-facilitators for each Sunday (Asst. Dean/Advisor to Black Students; Asst. Director of Residential Education; AAAS Faculty; & Shabazz Center UGA).
- ii. In addition to the four (4) seminars, use your background and skills to aid and supervise the Community Engagement event to take place once per term. The Community Engagement event can be an event created using the background of the Live-In Fellow in conjunction with the information learned in the Shabazz Seminars.
- b. Attend all Shabazz Center Sunday Dinners. Take attendance to ensure that residents are attending the requisite minimum of three (3) Sunday Dinners per term. Dinners are designed to meet one or more of the Shabazz Center learning objectives, and as such you may invite faculty and staff from AAAS or Black Caucus to attend the dinners.
 - i. The Fellow is the person responsible for bringing the programmatic and intellectual engagement into the weekly LLC gathering with residents.
 - c. On a termly basis (pre-term and throughout the term), provide written program planning and progress reports.
 - d. Budget management. Assist in the allocation of funds to support planned programs, within the guidelines of Dartmouth College.
 - e. Update and maintain calendars, marketing materials, OrgSync, etc.
 - f. Administer program assessments.
7. Resident Advising
 - a. Provide counsel, advising, referral, and resources for residents regarding personal matters.
 - b. With UGA, AD, and supervisor, establish goals for community-building and direct, coordinate, support, and evaluate students' participation in and commitment to the Shabazz Center program.
 8. Strategic Collaboration
 - a. Collaborate with African and African American Studies, campus offices, and other relevant academic departments and centers to foster the academic component of the house.
 - b. Collaborate with residents to maintain residential facilities. Communicate with Office of Residential Life staff about damage, vandalism, and facilities problems.
 9. Participate in the termly resident selection process for the Shabazz Center.
 10. Provide feedback on UGA applications to the Shabazz Center.
 11. Other responsibilities as required. Responsibilities could change depending on the needs of the program.

Time Commitment:

The Shabazz Center Fellow is expected to contribute 12-15 hours each week to the responsibilities of the position. This includes fall, winter, spring, and summer terms as well as interim periods. For example, a week may include: 2 hours of email/admin, 3 hours of program planning, 3-4 hours of student advising, 1-2 hours of meetings with Shabazz Center team, UGA, AD, and/or supervisor, and 3-5 hours of program attendance. This position is a live-in role. Time away, including weekends and interim periods, should be requested from supervisor. The Fellow should not be away from campus for more than a week and a half during the academic term. It is an expectation for the Fellow to be present at all Shabazz Seminars and Sunday dinners, and a request for a day off and time away must be submitted to supervisor and approved at least two weeks in advance. Given that Sunday dinners are a significant part of the house program, the

Fellow should not miss more than two dinners/term, if any.

Qualifications Required:

Skills & Knowledge

- Demonstrated commitment to personal and departmental integrity, creativity, collaboration, initiative, multicultural education, and professionalism.
- Demonstrated knowledge of African and African American histories, identities, politics, and cultures.
- Strong organizational and problem-solving skills.
- Advisory and/or leadership ability.
- Excellent communication, collaboration, listening, and interpersonal skills.
- Demonstrated ability to foster positive and productive relationships with all campus constituencies, including institutional leaders, faculty, staff, alumni, students, and parents and families.
- Demonstrated cultural competence; proven effectiveness in serving the needs of a diverse undergraduate student population.
- Ability to balance competing demands under pressure.
- Familiarity with budget administration.
- Ability to adapt personal and professional schedule to the College's year-round calendar.

Experience

- Working with (and advocating on behalf of) African and African American young adults.
- Collaborating with student staff.
- Crisis management, community activism, or collegiate teaching experience.

Education & Availability

- Master's degree in Higher Education/Student Affairs/Student Personnel Administration, Ethnic Studies, LGBTQ Studies, Women's and Gender Studies, social justice field, or related disciplines.
- Ability to serve in role for full academic year (with possible renewal for additional years).

Qualifications Preferred:

- PhD in Ethnic Studies, LGBTQ Studies, Women's and Gender Studies, social justice field, or related disciplines.
- Experience working in a higher education or residential setting.

Compensation:

- Two bedroom Fellow Apartment in the Shabazz Center with bathroom, kitchen, and living room.
 - 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 Fellow 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 Fellow. The move-in and move-out dates are coordinated with the Office of Residential Life.

- The Fellow is responsible for keeping the residential space clean and well maintained.
- A parking spot is located adjacent to the apartment and a parking pass needs to be purchased from the Parking Office.
- 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.