



Dartmouth College

Title: Student Director for Immersion Trips

Department: Center for Social Impact

Reports to: Program Manager of Educational Access and Equity

Category: Temporary (3 terms; Fall, Winter, Spring)

Time Commitment: up to 10 hours per week

Position Purpose

The Student Director position is a student leadership position that is typically offered to seniors who will be on for all three terms beginning in Fall 2019. DCSI Student Directors advise and manage an ongoing program, project, or initiative under the direction of a staff member from the Center for Social Impact.

The selected candidate is required to participate in a two-day training held on September 13 and 14, 2019.

Key Accountabilities

The Student Director of Immersion Trips will work under the supervision of the Program Manager to implement Center and House-based immersion trips. The Student Director will support the design and coordination of programs by fulfilling the accountabilities outlined below. Previous experience with experiential/immersive learning and DCSI is required; leadership experience is preferred.

General Responsibilities

- Collaborate with the Program Manager to set goals that both support the mission of DCSI's Immersion Trip programs and align with best practices for place-based learning.
- Actively engage in weekly meetings with the Program Manager for ongoing leadership development and support
- Create and follow timelines for deliverables
- Maintain regular communication with the Program Manager
- Attend ongoing professional development trainings, as advised
- Serve as a representative for the Center for Social Impact
- Troubleshoot problems as they arise

Leadership & Outreach

- Assist with marketing and recruitment of students for each Immersion Trip (Winterim and ASB's)
- Support student interviews, as advised
- During application seasons, hold office hours for interested students
- Document processes and facilitate leadership transitions as necessary to sustain the program

Programming and Logistics

- Coordinate program-specific logistics including scheduling cars, compiling travel information, making travel reservations, creating and sharing emergency protocols etc.
- Assist in program assessment and evaluation by collecting relevant program data and analyzing feedback to improve the program

Communication with Partners

- Serve as a liaison with/between Community Partners, cohort members, and the Program Manager
- Under supervision of the Program Manager, build and maintain partnerships with non-profit organizations
- Oversee campus and community messaging, ensuring it is timely, consistent with the program's mission, and reaches the intended stakeholders
- Manage program email accounts, OrgSync page, correspondence, and other general inquiries

Performs other duties as assigned.

Position Requirements

- Demonstrated passion for experiential and immersive learning, participation in immersion trip(s) preferred
- Strong organizational and time management skills
- Strong verbal and written communication skills
- Ability to set and meet clear goals
- Ability to manage the shifting priorities of both short-term tasks and long-term projects
- Ability to work independently and on a team
- Ability to maintain confidentiality
- Ability to appropriately and effectively network
- Proficient with technology and computer applications
- Flexibility and open-mindedness
- Commitment to diversity and to serving the needs of a diverse population
- Demonstrated leadership and facilitation skills

To Apply

Send Cover Letter and Resume to Caitlin Rosario Kelly, DCSI's Program Manager for Educational Access and Equity, at caitlin.rosario.kelly@dartmouth.edu by April 28th at midnight.

Other Information

Compensation: \$11 per hour
There will be no additional benefits.