

**Title:** Assistant for Multi-Faith Conversations **Category:** Temporary (3 terms)

**Department:** Tucker Center 10 - 12 hours per week

# Reports to: Multi-Faith Advisor Job Net#: 10977

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## Position Purpose

The Tucker Center Assistant for Multi-Faith Conversations is an entry level paid leadership position designed to provide administrative and programmatic support to our Multi-Faith Conversations (MFC) weekly dinner and discussion series. This position might also include assisting with special event planning, enhancement projects, research, or general administrative support.

## Key Accountabilities

The Assistant for Multi-Faith Conversations provides programmatic and administrative support. This includes assisting the Multi-Faith Advisor in planning, supporting and leading MFC dinner discussions. It also includes conducting research and developing new ways to engage the Dartmouth community in dialogue around faith, spirituality, meaning, and purpose as needed.

Responsibilities:

* Assumes a leadership role within Multi-Faith Conversations, promoting and planning events, contacting prospective and current group members, actively participating in weekly meetings
* Plans weekly MFC programming with the Muslim & Multi-Faith Advisor, including selection of topics to be discussed, inviting outside speakers when appropriate, helping to lead the discussion itself, and responsibility for all details related to ordering MFC dinners
* Assists with other projects or programs related to Multi-Faith such as the Interfaith Living and Learning Community residential floor, Alternative Spring Break, etc.
* Meets weekly with Multi-Faith Advisor
* Meets regularly with Student Director of the Tucker Center and other Tucker Center Directors and Assistants to enhance all Tucker Center programming (including regularly scheduled Tucker Center student leadership meetings)
* Has 2-3 meetings per week with students who are new to Multifaith Conversations or who could benefit from additional contact
* Reports pertinent student contact information to Tucker Administrative Assistant for inclusion in Tucker student database
* Helps distributes posters around campus (central locations, residence halls, etc.) for Tucker Center events as needed
* Participates in planning and coordination of other events from Tucker Center as needed
* Meets regularly with Student Directors and Assistants to enhance all Tucker Center programming and to stay current with Center initiatives
* Provides general office support as needed

***Performs other duties as assigned.***

## Position Requirements

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| **Skills & Knowledge*** Interest in multi-faith dialogue
* Strong organizational skills
* Highly self-motivated
* Ability to work independently and in a collaborative team approach
* Strong verbal and written communication skills
* Commitment to diversity and to serving the needs of a diverse population
 | * Good networking skills
* Ability to work in a complex organization
* Demonstrated leadership and facilitation skills
* Ability to maintain confidentiality
* Proficient with technology and computer applications
* Ability to set clear goals and accomplish work on time
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Compensation: $9 per hour

There will be no additional benefits.