Cultural and Diversity Advocate

The Cultural and Diversity Advocate (CDA) works to educate residents about cultural and diversity issues within the residence halls. The CDA represents the Department of Housing and Dining Services and works on a team to educate and serve as a resource for resident advisors, plans programs and serves as an advocate around the issues of diversity and multiculturalism. CDAs are hourly paid student employees and as such may work no more than 30 hours per week (F1 and J-1 visa holders are limited to 20 hours per week) during the academic year. It is preferred that CDAs work approximately 20 hours per week during the academic year.

Duties and Responsibilities
In addition to representing the department in the areas of cultural and diversity issues, the CDA performs the following duties to include, but not be limited to:

Programming
- Serves as a team member to coordinate a minimum of four large-scale active programs each semester; completes a minimum of one passive program monthly; and plans one ongoing training session for resident assistants each semester
- CDAs are highly encouraged to participate in local and regional cultural trips and events and to utilize the Derby Leadership Office
- Complete two educational bulletin boards per month (one in each of the residence halls to which you are assigned as a liaison)

Communication
- Represent the department on university-wide diversity/multicultural committees and organizations
- Communicate with and reach out to one to two campus multicultural student organizations and establish a liaison/partner relationship with these groups
- Attend at least one meeting each month of each of the student groups with which you partner
- Serve as a diversity/staff liaison for two residence halls
- Develop and distribute a monthly departmental diversity newsletter

Professional Development/Education
- Become Safe Zone Certified if training sessions fit into schedule
- Select one regional or national social justice, diversity or white privilege conference to attend as a delegate
- Assist and serve as a presenter in part of fall and spring training for resident assistants
- As a CDA group member, present on at least one diversity-related topic at the Wildcat Leadership Conference
- Attend weekly one-on-one and CDA staff meetings
Training (CDAs should not have any outside commitments during training)

- Attend the CDA staff training and retreat at the beginning of each semester
- Participate in team building and specific sessions (as directed) at resident assistant training. This includes arriving on campus as directed by a supervisor prior to the opening of the school year in August and January.
- Participate and attend other training as necessary
- Attend hall staff development events

Role Model
CDAs are expected to abide by Housing and Dining Services policies, university policies, as well as local and state laws. The following shall be considered carefully by those considering application for a CDA position:

- Underage drinking and illegal drug use may result in disciplinary probation or further consequences.
- Legal-aged CDA staff members are expected to use alcohol responsibly.

Because of the nature of this position, it is important to be highly cognizant of your actions and of who is observing you. This includes using appropriate language, and maintaining an appropriate online media presence, such as on (but not exclusively) Facebook, Twitter, etc. If poor decisions impact your ability to serve as a role model within your CDA position, there may be disciplinary consequences, up to and including dismissal.

Remuneration

- $9 per hour, 10 meals per week for off-campus CDAs (reduced meal plan options for CDAs living on campus)
- Access to a Housing and Dining Services meal card to attend meals during a hall government activity, event or meeting

Required Qualifications

- Commitment to diversity and multicultural education
- Interest in working with resident advisors in an advisory capacity within the residence halls
- High level of commitment to working with a student population
- Attend and pass (with a B) EDCEP311: Guidance for the Paraprofessional, during the fall of first semester of employment or the spring prior to employment
- Maintain a minimum 2.5 cumulative GPA and remain in good academic standing with academic college
- Adequately balance job responsibilities and academic responsibilities
- Must be at least a sophomore in academic standing before the start of position
- Maintain a course load of at least 6, but no more than 16 credit hours per semester unless supervisor has given advance approval for exceptions
- Well-developed communication and interpersonal skills
- Ability to comfortably lead large and small groups of students
- Must have lived in a residence hall environment

Strong preference will be given to students who will live in on-campus housing.

Extracurricular and Outside Involvement/ Employment
CDAs are expected to follow guidelines outlined below when it comes to outside involvement, extracurricular activities and outside employment:

- Limit outside commitments to allow you to do well academically and to fulfill your job responsibilities.
- Consult with the Coordinator for Student Development before holding major positions in campus organizations.
• In order to hold another job, approval must be granted in advance by the Coordinator for Student Development. A maximum of 10 hours will be permitted.
• CDA staff are not allowed to student teach full time during any semester, unless permission has been granted in advance by the Coordinator for Student Development.

To apply, submit applications by Dec. 1, 2014, at 5 p.m. to the Derby Academic Resource Center Front Desk, Derby Dining Center.

Questions regarding the CDA position and/or the application process should be directed to:

Sara Peters
Assistant Coordinator for Departmental Initiatives
Smurthwaite Scholarship and Leadership House
Office Rm 101
785.395.2901
peterssara@k-state.edu

KSU is an EOE of individuals with disabilities and protected veterans. KSU encourages diversity among its employees.
Kansas State University
Housing and Dining Services

Cultural and Diversity Advocate Employment Application

Name ______________________________ WID__________________ Date__________________
eID__________________ Contact Phone #__________________________________________

Local Address__________________________________________________________________

Permanent Address________________________________________________________________

Are you currently enrolled 6 hours or more at K-State? Yes No

Classification__________________________

Major____________________________ Minor______________________________

Are you currently eligible for work study? Yes No

If you are a graduate student, do you have a graduate assistantship? Yes No N/A

GPA (cumulative) _____________

References
Please provide the following information for two professionals who can verify your diversity focus and can attest to your ability to work on diversity initiatives.

Name_______________________________ Name______________________________

Relationship________________________ Relationship________________________

Phone______________________________ Phone______________________________

Email______________________________ Email______________________________

Please return to the Derby Academic Resource Center Front Desk, Derby Dining Center by December 1, 2014, at 5 p.m.

Questions? Contact Sara Peters at peterssara@k-state.edu or 785.395.2901
Essay Questions
Attach separately up to two pages answering the following questions:

1. Why are you interested in the Cultural and Diversity Advocate position?

2. What experiences have prepared you for this position?

3. How would you promote cultural and diversity initiatives in the residence halls at Kansas State University?

4. Please list your previous job experience and how those opportunities will correlate to the Cultural and Diversity Advocate position.

I hereby certify that all statements and answers set forth on this application are complete and true. I understand that false statements or omissions will be cause for termination of my application or subsequent employment. I also understand that by signing this application, I am giving permission to Housing and Dining Services to access my academic and discipline records and to discuss information relevant to my candidacy.

__________________________  ________________________
Signature of Applicant       Date

Notice of Nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act Amendments Act of 2008, has been delegated to the Director of Institutional Equity, Kansas State University, 103 Edwards Hall, Manhattan, KS 66506-4801, (Phone) 785-532-6220; (TTY) 785-532-4807.

Revised August 14, 2014