



Diversity Peer Educator Job Description:

The Diversity Peer Educator (DPE) is part of the Housing and Residence Life team at Louisburg College. Their primary purpose is to educate themselves and their peers on social justice topics, as well as act as an advocate for dialogue. They will hold regular open door hours, plan/implement monthly programming (passive and active), support campus initiatives, and attend weekly team discussions with their supervisor. The DPE will be directly supervised by the Assistant Director of Housing and Residence Life for Diversity and Inclusion; and indirectly by the Director of Housing and Residence Life. The ideal candidate will have a passion for learning about social justice issues and a strong urge to share their learning with others.

Duties and Responsibilities:

Campus Education:

- Serve as an energetic and enthusiastic resource for the College on diversity and social justice related issues.
- Plan and implement monthly active programming centered on a specific diversity/social justice related topic for the campus community.
- Plan and implement monthly passive programming in relation to specific diversity/social justice related topics.
- In collaboration with other DPEs, plan and create monthly bulletin boards in relation to a specific diversity/social justice related topic.
- Support various College initiatives (Beat the Blues Week, Ban the R Word, Autism Awareness etc.).

DPE Group Education:

- Research social justice issues in current affairs (news, scholarly articles etc.)
- Participate in bi-weekly discussions around social justice topics utilizing research.

Individual Helping and Referral:

- Advise students with academic, personal and social matters within the limits of his/her training and capabilities, and serve as a resource and referral agent for students.
- Hold two open door hours per week to serve as a resource to the campus and to direct residents to campus resources.
- Develop and maintain relationships with and provide assistance and support for students and staff.

Role Modeling:

- Serve as a highly visible campus leader & representative of the Office of Housing & Residence Life, and Louisburg College.
- Remain in good social and academic standing with the College.
- Uphold high standards and live in accordance with the policies outlined in the Student Handbook
 - Failure to do so may result in job action, including probation or dismissal.

- Understand that role modeling positive behavior is considered throughout the contract period including on and off campus as well as in cyber profiles and social media outlets including, but not limited to: Facebook, Instagram, Snapchat, Twitter etc.

Meetings and Trainings:

- Attend full Housing & Residence Life specific in-service training programs. These vary based on need and training topics. (Academic commitments during this time may be discussed on a case-by-case basis).
- Attend fall and spring semester DPE training sessions.
- Attend weekly DPE staff meetings.

Outside Commitments:

- Second only to academics; give Housing & Residence Life responsibilities priority over all other extracurricular activities. Limit outside activities to avoid conflict with DPE responsibilities.
- Review all significant academic or extracurricular commitments with supervisor prior to employment and throughout the semester. Prioritize and manage time effectively.
- Restrict other employment on or off campus without prior permission from the Supervisor. Such employment must not interfere with the DPE duties and may not exceed 10 hours per week.

Qualifications:

- Enrollment as a current, full-time (12 credit hours) Louisburg College student in good standing at the time of application and throughout the recruitment and employment period.
- Candidate must be work-study eligible in order to receive monetary compensation; however, students may apply on a volunteer basis if not eligible for work-study.
- Achievement and maintenance of a minimum 2.3 cumulative and 2.3 term GPA at the time of application and throughout the recruitment and employment period.
- Important to note:
 - Students seeking to take over 17 credit hours must discuss with supervisor.
 - Past violations of LC policy or the law may result in a candidate being removed from the selection process.
 - Any individual currently on LC “Disciplinary Probation” or “Academic Suspension” may not be eligible.

Compensation:

- Intangible benefits: professional development, strengthen resumes, exploration of self-identity, greater appreciation for differences, and a more broad worldview.
- Tangible benefits (work-study only): \$7.25 per hour of work (not to exceed \$500.00 per semester).
- Other tangible benefits: access to special programs, events, and training, and DPE gear.
- Acceptance of the DPE position may affect financial aid packages. For more information, contact the Office of Financial Services.