

Administrative Director Position Description

Position Title: Administrative Director of SUSI Students Study of the United States Institute on Religious Diversity and Democracy

Classification: Full-time, 40 hours a week from June 21st - July 24th, 2024 Hours may vary from week to week; schedule to provide for clear times off. Part-time remote work, approximately 15 hours a week, begins April 15th, 2024, and will become in-person and full-time once students arrive on June 21st. Additional reporting will be needed through August 1st, 2024.

Purpose: The Administrative Director is assigned to oversee all program support services, including budgetary, logistical, reporting, and other administrative arrangements. This position is also to teach, mentor, and provide mature leadership to 20 undergraduate students participating in the SUSI on Religious Diversity and Democracy.

Accountability: This position reports directly to Program Director Andi Laudisio.

Responsibilities:

- Provide senior leadership during the Student program, helping to administer community guidelines
- Manage SUSI interns, including providing direction, logging their hours, and personnel reports
- Assist in scheduling program events, lectures, and site visits
- Coordinate participation in transportation and meals
- Host esteemed lecturers in a classroom setting
- Engage students in sessions on dialogue, leadership, and pluralism
- Provide supervision and support to 20 students in the dorm
- Help to guide students in preparation for their action plans
- Mentor students and respond to questions as needed
- Attend classroom sessions and site visits to monitor, participate, and facilitate SUSI Student interaction and education
- Management of participant paperwork
- Assist in compiling summer progress reports for the Department of State
- Assist in the assimilation of program experience, especially in relation to cultural, language, or religious issues
- Manage weekly per diem to students with the accountant, Miriam Schaefer
- Work alongside Program Director, Andi Laudisio, and Academic Director, David Krueger, to follow program guidelines and ensure a quality student experience

General Staff Responsibilities:

- As part of the staff team, support the six specific goals and the core emphasis of the Institute, Religious Pluralism
- Respond to the students' questions/ needs re: program requirements, academic content, etc
- Assist in instituting community guidelines
- Monitor dialogue between participants and staff to ensure a professional, respectful, and dialogic atmosphere
- Serve as a scholarly discussant
- Participate in staff meetings and post-program staff review session(s)
- Ensure group cohesion and encourage dialogue skills with participants
- Report any immediate or major issues to Andi Laudisio as soon as they occur

Requirements:

- Expertise and teaching/leadership experience in the field of religious pluralism and interreligious dialogue
- Sensitivity to cultural and religious differences; openness and commitment to interreligious dialogue, maintaining a professional stance with students and scholars
- Excellent organizational skills and mature judgment, attention to detail, and capability of setting appropriate priorities under pressure
- A friendly and courteous manner, with effective leadership skills and ability to cooperate with all staff members
- Willingness to be nonpartisan on political issues and help focus students on the priority topics of religious diversity and democracy
- Knowledge of Arabic, Spanish, German, French useful

Remuneration: Stipend of \$9,000. Group meals provided throughout. Payments will be made on May 31st, June 28th, and July 31st of 2024 through PrimePay direct deposit.

I agree to the above terms of service for the stated remuneration

Administrative Director

Signature:

Date: _____

Dr. Andieleigh Laudisio

Program Director

Signature:

Date: _____