



Dialogue Across Difference Initiative
 Student Internship
 AY 2025-26

About [UCLA Dialogue Across Difference Initiative](#): DaD aims to model and promote the values of intellectual engagement, curiosity, empathy, active listening and critical thinking on campus. Through student leadership opportunities, teaching programs, training and capacity-building efforts, and public programs, DaD seeks to create a culture of meaningful, constructive engagement across difference at UCLA.

The DaD Initiative is seeking up to five student interns to join our team for the academic year! Student interns serve as key thought partners for Initiative staff and provide crucial support for the initiatives daily operations and regular programming.

Projects: DaD Student Interns may work on any of the following projects and responsibilities throughout the academic year:

1. **Thought Partners for Student Engagement:** All DaD Interns serve as crucial thought partners for the initiative – a key programmatic piece as we aim to cultivate engaged student leaders to promote culture change. This includes:
 - brainstorming programming ideas to increase student engagement with DaD;
 - recruiting students to attend programs/activities;
 - offering feedback on program development, and more
2. **Programming Operations & Administration:** Provide programming and operational support to staff. This involves supporting DaD staff in managing logistical details related to event planning, including but not limited to:
 - file organization, data entry/management, drafting communications, program tracking, calendar management;
 - communicating with other campus entities and departments, etc;
 - updating existing internal and external dialogue resources for UCLA stakeholders;
 - may include curation of a monthly reading/watch list related to bridge-building and dialogue;
 - and providing on-site event support;
3. **Communication & Reporting:** Support DaD's internal and external communications processes, including:
 - develop program flyers, writing student newsletters, blog posts, web text updates;
 - draft parts of DaD/BKI annual reports, and other miscellaneous communications that bring our work to students from a wide array of disciplines and departments;
 - work with staff on different digital platforms to elevate the Institute's various activities.

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4. **Research & Evaluation:** Assist DaD staff in managing evaluation processes for program & training activities, tracking attendance and impact, collecting and analyzing post-program surveys and feedback, refine processes for evaluation;

Position Details:

- Up to 5 positions available, starting early October
- \$18 per hour, 5-8 hours per week
- Location: Hybrid, with occasional in-person attendance for staff meetings
- Interns must be available for occasional evening and weekend events or training
- Interns must be available for the full academic year: Fall, Winter and Spring

Qualifications:

- Demonstrated understanding of and commitment to the values of the Dialogue Across Difference Initiative (active listening, empathy, intellectual engagement).
- Must be able to work effectively, both independently and with a team in a fast-paced environment.
- Must exhibit excellent communication skills (written and oral), and ability to communicate with many different populations effectively.
- Must be punctual, timely, and responsive in work communications.
- Must be detail oriented and organized, able to work with online programs and data comfortably & efficiently
- Must demonstrate an ability to prioritize assignments to complete work in a timely manner.
- Must be open to learning and adapt well to change.

Desirable:

- Experience with dialogue or bridge-building related course, fellowship, or other educational program preferred (e.g., the DaD Student Leadership Program, Intergroup Relations or related coursework at UCLA, etc.).
- Experience planning public programming or events preferred.
- Preferred familiarity with online systems such as: UCLA Box, Microsoft Office Suite, Google Drive, Notion, Canva, Constant Contact or others.
- Enthusiasm to work on a diverse team and grapple with differences constructively.

To apply:

Please [submit your cover letter and resume via this form](#).

Priority Application Deadline: Friday September 26th

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Final Application Deadline: Friday October 9th

Feel free to send any questions to kindess@ucla.edu