

College | Social Sciences **Bedari Kindness Institute**

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.

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

Final Application Deadline: Friday October 10th

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