OPEN POSITION: Night Owls Graduate Coordinator

Position Requirements:

Work Commitment: 6 hours per week for 39 weeks.

Pay and Benefits: $20.00 per hour

Supervising Faculty: Cynthia Hazel (MCE) and Hema Visweswaraiah (FELC)

JOB DUTIES:

In collaboration with the Night Owls Leadership Team, responsible for all aspects of managing Night Owls

The Night Owls Graduate Coordinator is a member of the Night Owls Leadership Team. This person is responsible for organizing and coordinating all volunteers and families coming to each event on the first Friday of every month. This includes sending email invitations to both volunteers and parents, pairing volunteers with a child for the evening or assigning the volunteer to a support task, and attending the events each month. Additionally, the graduate coordinator must plan and organize trainings for new volunteers and contact new families for more information about their child(ren). All of these activities can be done in collaboration with the Associate Director of the Fisher Early Learning Center; the liaison between the Fisher Center and Night Owls. For more information about the Night Owls program, go to http://www.du.edu/fisher/nightowls.html

Required Qualifications:

Education: Preference will be given to students with prior experience working with young children with special needs.

Special Knowledge, Skills, and Abilities: Exceptional writing and organizational skills.

TO APPLY: One page letter of intent to CFSP and Fisher Early Learning Center Faculty. Please send application materials to: Cynthia Hazel Cynthia.hazel@du.edu and Hema Visweswaraiah hviswesw@du.edu

Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

Additional Information: You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.