Job Title: Student Life Graduate Assistant for Student Outreach & Support (1 Open Position)

Office Information/Purpose:
Student Outreach & Support connects students in need of resources to appropriate campus or community services. Support comes through an individualized approach using the C.A.R.E. philosophy (Communicate, Assess, Refer, Educate). When situations arise, Student Outreach & Support communicates with appropriate campus resources on student issues, including hospitalizations, and crisis situations.

The Student Outreach and Support office is committed to supporting students and empowering them to become self-reliant members of our educational community, and to help them maximize their educational experience while pursuing their degrees.

We also work with First Generation initiatives to guide students in their transition to the campus culture.

This position has a two year minimum requirement. Preference will be given to first year graduate students, but all students are welcome and encouraged to apply.

Job Summary/Position Details:
Student Outreach & Support Graduate Assistant (GA) has a minimum 25-hour per week appointment with the Student Outreach & Support (SOS) office. The position shares responsibility in supporting working with students to identify resources available to them when student issues arise. The position requires mature, ethical decision-making and communication skills as well as the ability to work independently and as a member of a team. The fellow reports to the Assistant Director of Student Outreach & Support. This position is a year-to-year appointment and runs August to June each year.

Required Qualifications:
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education program
- A demonstrated commitment to inclusive excellence
- Excellent organizational, planning, interpersonal and communications skills
- Ability to work independently and as a team member
- A genuine interest and satisfaction in working with students, employers, faculty and staff

Preferred Qualifications
- Interest, desire and/or experience in the field of student affairs
- An ability and willingness to apply student development theory and concepts

Summary of Responsibilities: (including but not limited to)
Administrative
- Assist in supervising paraprofessional staff
- Conduct weekly one-on-one appointments to check-in with the work-study students to determine how they are handling the position, their school work, and their personal life
- Exhibit strong written and verbal communication skills, and involves reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public.
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential.
- Database Maintenance - Maintain and electronic database of student CARE case management records, providing quarterly reports, etc.

Programming/Advising
- Support departmental programming initiatives
- Training/Community outreach - Work with the Director on creating a training program for the campus community.

Outreach Services
- Provide student support as a member of the SOS Team. Work with students who are having a difficult time navigating the system and achieving their desired results. Work to help get them the answers they need, work through the correct channels, follow-up, and support the student by educating them on the University’s policies and procedures
- Provide outreach support as assigned by the Assistant Director/Director in accordance with office policies and protocol

Departmental Duties
- Meetings - Attend and actively participate in Consultation & Assessment Team, Student Outreach & Support and Campus Life meetings as a key member of the Student Life staff.
- Collaborate with other departments and offices on campus.
- Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
- Contribute to Student Life initiatives as applicable.

Professional Development
- Participate in various trainings, retreats and professional development discussions that occur throughout the academic year.

Compensation: TBD
- Tuition and/or Stipend
- Other: Opportunity to apply for professional development of $250 (conference attendance, travel, etc.) from Student Life.

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