Graduate Assistant Position Description: Office of Inclusive Excellence Student Success and Leadership Development

**Position:** Graduate Assistant, Center for Multicultural Excellence- Office of Inclusive Excellence Student Success and Leadership Development

**Supervisor:** Tracey Adams-Peters, Director-Inclusive Excellence Student Success and Leadership Development

**Position Description:** The Graduate Assistant (GA) for the Center for Multicultural Excellence (CME) will serve as a team leader for the Office of IESSLD. The GA will work a minimum of 20 hours per week under the supervision of the Director of Inclusive Excellence Student Success and Leadership Development. Responsibilities and expectations are indicated below.

**Specific responsibilities will include:**

- **Community outreach:** (1) serve as a IESSLD representative at community events as necessary, (2) coordinate transition program(s) targeted at historically underrepresented student populations (3) facilitate outreach program of first time first year historically underrepresented students and analyze their engagement and support needs (4) provide leadership and mobilization for community response initiatives to critical issues that arise within our world that impact the DU community
- **Undergraduate Student Affinity Population Services:** (1) supervise the undergraduate and graduate student staff, (2) serve as a liaison to multiple student organizations and assist with programs/strategic planning, assist with other planning/programming associated with undergraduate student affinity populations affiliated with the University of Denver (3) convene and conduct meetings and vision of the Joint Council, social action group
- **Training and consultation:** (1) will host trainings/consultations on teaching/working with diverse learners/populations, and (2) conduct necessary research as it pertains to other training and consultation programs at IESSLD.
- Create student support programming to enhance student academic and career development
- Supervise and coordinate IESSLD Tutoring Program
- Create and supervise assessment model for the Office of IESSLD staff
- Provide leadership in the absence of the IESSLD Director
- Implement community organizing in the framework of the office.

**Additionally, the IESSLD GA will be expected to:**

- Assist with CME/IESSLĐ programming targeted at diverse/multicultural populations, as needed
- Refer students to academic related services/resources on and off campus
- Assist with the management and supervision of the IESSLD office
- Meet regularly with supervisor
- Show professionalism in all areas of work
- Provide Research and Assessment, as needed
- Serve on committees as it relates to diversity and inclusion at the university
- Other responsibilities and duties as assigned
Qualifications: A successful candidate will be able to demonstrate an ability/experience working with individuals from diverse and under-represented populations. Candidate must have an earned Masters degree and must be enrolled in a doctoral program at the University of Denver. Must demonstrate responsibility in managing multiple tasks, program planning experience, and excellent communication with underrepresented and diverse populations. The candidate must have an interest in multicultural affairs/student development or related field. Have excellent written and oral communication skills, possess the ability to work cooperatively with staff and outside partners. Must be able to meet deadlines, work independently, demonstrate sound judgment and have experience working with college students in a leadership role. Additionally, the candidate must have a working knowledge of social media, and the ability to articulate IESSLD policies and procedures to students, faculty and staff.