Inclusive Excellence Graduate Fellows Program  
Center for Judaic Studies

Position Description:
The Center for Judaic Studies Inclusive Excellence Fellow (CJS-IEF) will work with the CJS Director, staff and faculty to extend and develop CJS’s ongoing efforts to foster greater inclusivity (with a special focus on intercultural and inter-religious inclusivity) on the DU campus and beyond. This will include:

- working to develop **vision and best practices for enhanced inter-religious and inter-cultural inclusivity** on campus. (Note: our goal is not for the CJS-IEF to work to foster better inclusion of the religion / culture of Judaism per-se; rather, our goal is for the CJS-IEF to help use the Center for Judaic Studies as a platform for developing a more inclusive religious and cultural atmosphere at DU for all religions and cultures),

- working to expand and develop CJS’s efforts to consolidate a working group of faculty, staff and students (including DU students, as well as area high school students) interested in **tackling social justice issues from inter-cultural and inter-religious perspectives**, (and, as appropriate, helping develop programs with subsets of this working group),

- helping develop the vision (and reality) of the campus’ new Holocaust Memorial Social Action Site as a space for **inclusivity**, including intercultural and inter-religious inclusivity (including, but not limited to, inter-cultural social justice efforts), and

- working to maximize the **inclusivity learning outcomes** of various CJS programs and events throughout the year.

Working on these (and related) directives, the CJS-IEF will be expected to produce a manual of best practices for Inclusive Excellence at CJS. The position reports to the Director of CJS.

Some examples of ways that the CJS-IEF may address one or more of the directives listed above **might** include (but are not limited to):

- Working with religious youth leaders and / or high school educators to help create an annual Black Heritage Month and / or Martin Luther King Day program at the Social Action Site on campus in connection with an on-campus course or student group,

- Developing vision and best practices for better cross-campus awareness of and respect for the Interfaith Calendar (including Muslim and Jewish days of observance),

- Working with various Peace Studies and Social Justice groups on campus to create a quarterly ‘Social Justice from an Inclusive Perspective’ reading group and / or vigil,

- Organizing an inclusive group of students to attend one or more Jewish Cultural events at DU, with a pre- or post-discussion group to help foster a spirit of inter-cultural / inter-faith learning, respect and Inclusive Excellence,
• Helping organize annual Holocaust and Genocide Awareness Month activities on campus with a wide-range of student and other groups,
• Helping organize one of our annual Jewish-Muslim Cultural Sharing events for students (e.g. in connection with faculty teaching courses in Hebrew and Arabic, or beyond).

General Program Description:
• The appointment will be 15 hours per week for a two-year commitment with the opportunity to renew for a second year\(^1\).
• Fellows will receive a stipend of $7,250
• Fellows will also receive a meritorious Graduate Dean’s Scholarship which will cover up to 12 credits of tuition in the first year and 13 credits of tuition in the second year.
• Students eligible for the Graduate Fellow positions can declare either the Diversity and Higher Learning concentration or the College Student Development concentration.
• If the student chooses the College Student Development concentration, they will be required to utilize their elective credits to gain additional academic experience with issues concerning IE in higher education (courses will be specified).
• Students’ capstone projects will be related to their Graduate Fellow placements.

Required Qualifications:
NOTE: Due to program budget structure, we are only able to hire incoming, 1st Year students as IE Fellows. Returning students should explore other funding and employment opportunities.
• Candidates must be an admitted student in the Morgridge College of Education Higher Education program.
• Candidates must demonstrate a commitment to diversity and multiculturalism, including a sensitivity to and interest in inter-religious and cross-cultural inclusivity.
• Must have excellent organizational, planning, interpersonal, and communication skills.
• Demonstrate ability to work independently and as a team member.
• Display a genuine interest in working with students, faculty, and staff.
• Strong written and verbal communication skills, including an ability to effectively communicate with a broad range of populations.
• Competence with Microsoft Word and Excel.

Additional Position Requirements:
• Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment.

\(^1\) Units should expect a two-year commitment for each fellow. Fellows can be refused renewal if they do not meet the expectations laid out in their job description, but this is only in extenuating circumstances.
• No other employment may be held for the duration of the fellowship without prior permission from supervisor.
• Breaks (winter & spring) may require a presence on campus. Time off during these breaks is at the discretion of your supervisor.
• Follow all University of Denver policies and procedures appropriately.
• Respect and maintain confidentiality.
• Work an average of 15 hours per week with a minimum one-year commitment.

SUMMARY OF RESPONSIBILITIES (including, but not limited to):

Administrative:
• Check in every Monday with CJS Director (or other CJS faculty or staff member as required by the Director) with a short written report of “Weekly Goals”
• Check in every Friday with CJS Director (or other CJS faculty or staff member as required by the Director) with a short memo, “Weekly Summary”
• Keep log of all staff, students, faculty and other people contacted, including record of contact information, date/s of contact, and notes of progress (and work with CJS Assistant to Director to store a copy on CJS’s LOKI system)
• Develop a project management system (to be shared with the CJS Director, the CJS Program Development Coordinator and the CJS Assistant to the Director) to keep track of (and to calendar) all projects in progress and to clearly note and keep track of all action items and tasks completed

Programming:
• Working with various possible groups on and off campus, you will help develop projects / programs / events that ideally are led by someone other than just you. In other words, your job as it relates to programming is not so much to create new self-standing programs, but to
  o (a) work to deepen inclusivity opportunities within already existing CJS (or other) programs (being sure to include CJS or the Social Action Site in an integral way), and / or
  o (b) work to help student groups (on or off campus), and / or faculty, staff or others to develop their own self-organized “intercultural social justice” or other “inclusive social justice” projects, and help us organize those events to take place at the new Social Action Site, and / or
  o (c) develop a brand new inclusivity project or program, but one that integrally involves either CJS or the Social Action Site, as well as at least one or more student groups (from on or off campus).
• Programming responsibilities for this position (to be discussed and approved by the CJS Director) are pretty flexible, but we do not want you to create a program that will simply be presented by or sponsored by CJS. Rather, we expect that all programs that you develop and / or organize will be deeply inclusive and must as such involve at least one (and hopefully much more than one) group beyond CJS.
• Our goal is to have a minimum of 25 students at any program associated with our work with the CJS-IEF. This can be accommodated in a variety of ways, including working with one or more faculty across campus to connect a given program to one or more classes at DU. This will involve conversations early in each quarter with
department Chairs to help identify faculty across departments who are teaching classes that are likely to be a good fit for upcoming CJS-IEF projects.

- You are expected to help define and clarify the Inclusivity vision for all programs / events / projects that you are developing / overseeing.
- You are expected to develop and administer Assessment materials (to help measure Inclusivity outcomes) for all programs / events / projects that you are developing / overseeing.

Other:
- The CJS-IEF will be expected to produce a manual of best practices for Inclusive Excellence at CJS (including programming best practices and ideas for further collaborations)
- The CJS-IEF will be expected to produce an advisory / evaluative set of recommendations to CJS (based in part on reviewing assessment materials) at the end of each year of the fellowship.