Inclusive Excellence Graduate Fellows Program
Division of Natural Sciences & Mathematics
INCLUSIVE EXCELLENCE IN STEM

The goals of the Inclusive Excellence Graduate fellow program are to provide graduate students with an experiential learning opportunity designed to strengthen their academic and professional expertise in the area of diversity, equity, and Inclusive Excellence, and to provide participating campus units with resources that will provide direct support to their efforts to promote Inclusive Excellence.

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.

- Enrolled in a master’s degree related to inclusive excellence, education, or related discipline with interest/background in math and science.
- Candidates must demonstrate a commitment to diversity and multiculturalism.
- 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.
- A basic technical understanding of databases and information systems is highly desirable. Familiarity with Microsoft Office suite (Word, Access, Excel, and Publisher) is essential.

POSITION DETAILS AND REQUIREMENTS:

- This position will be housed in the NSM Dean’s Office and will report to the Associate Dean.
- The appointment will be 15 hours per week for a minimum one academic year commitment (September-May).
- Fellows will be eligible for an hourly rate between $13.50-$19.00 and are eligible for additional tuition support from their academic unit.
- Student must be enrolled and maintain good academic standing in their respective academic program.
- 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.

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

- Assist in planning and developing new departmental policies and programs around inclusive excellence.
- Perform highly skilled work on specific projects.
- Initiate and maintain a dialog with faculty, students and staff within NSM on issues related to the position.
- Plan, organize and implement two to three events per quarter around the topic of inclusive excellence.
- Maintain and update materials in the NSM Dean’s office that are subject matter specific.
- In-depth knowledge in the area of inclusivity to be applied towards various projects involving the faculty, students and staff of NSM.
- Promote integration of underrepresented groups in STEM.
- Perform related work as assigned.