Job Title: Inclusive Excellence Fellow for Inclusive Excellence Educational Programs (1 Open Position)

Office Information/Purpose:
The Inclusive Excellence (IE) Fellows program provides 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. The Inclusive Excellence fellow for IE Educational Programs reports to the Director of Educational Programs & LGBTIQA Services, under the Associate Provost for Inclusive Excellence (visit www.du.edu/cme).

Job Summary/Position Details:
The IE Fellow for IE Educational Programs is a half-time (approximately 15 hours a week) non-benefited graduate student worker in the Center for Multicultural Excellence. As part of Ed Programs and the IE Fellows cohort, applicants will be relied upon to accomplish valuable and critically engaged work in order to ensure that the Ed Programs team, as well as DU, can meet their IE goals. Thus, applicants must be able to work both independently and in collaboration.

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.

- Demonstrated experience in developing, leading and assessing educational programs/events on diversity, multiculturalism, intergroup relations, and/or social justice.
- Strong initiative, attention to details, multi-tasking, time management and follow-through skills.
- Demonstrated ability to take initiative, work independently and as a team member.
- Experience working with wide range of constituent roles (e.g., students, faculty, and staff) and identity communities.
- Strong written and oral English language communication skills, including an ability to effectively communicate with a broad range of populations. Additional language familiarity/fluency is desirable.
- Experience with common education and presentation technology (e.g., Canvas/Blackboard, Camtasia, and comparable platforms) is highly desirable. Familiarity with basic office equipment (phone, copier/printer, desktop computing) and Microsoft Office suite (Word, Excel, Powerpoint) is essential.

Summary of Responsibilities:
The IE Graduate Fellow will coordinate Inclusive Excellence programs and training for classrooms, student organizations, departments, and/or community groups, including but not limited to:

- Program management – coordinate FORWARD facilitator training program: member management (applications, selection, participation tracking), session scheduling and other logistics (e.g., room scheduling, materials preparation, registration, etc).
- Facilitation/Presentation – Cofacilitate workshops and ability to: 1) work with constituents with a wide range of developmental levels; 2) demonstrate sensitivity and tact; and 3) work with constituents to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.
- Curriculum Development- Developing new and/or modifying existing curricula and activities, including documentation.
- Assessment – Developing/modifying and implementing program evaluations; compiling and analyzing data to inform future initiatives.

General Responsibilities

- Attend team and divisional staff meetings and events, as appropriate.
- Collaborate with other departments and offices on campus.
- Contribute to other divisional functions and initiatives.

Compensation:

- Stipend: Fellows will be hired (September-May) as an hourly employee of the Center for Multicultural Excellence. The hourly wage range is $13.50-$19.00 depending on the student’s experience, up to $7,250 annually.
- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding.
- Professional Development: Fellows can also access up to $300 in professional development support for association membership, conference/training registration, travel, etc.
- This position does not include Housing, meal plan or other allowances.