Job Title: Student Life Fellow for Academic Advising & Discoveries Orientation

To Apply: Please send resume and cover letter to advising@du.edu with the subject line “SL Fellow for Academic Advising” by Friday, April 29th.

Office Information/Purpose:
Academic Resources is home to four offices dedicated to assisting students with a range of academic issues. It includes:

- Academic Advising—Our academic advisors meet one-on-one with students throughout the year to map out academic plans and make sure students are on track to graduation.
- Discoveries Orientation—From the moment students step on campus for orientation, they will meet other University of Denver students, faculty and staff who will challenge them to explore their intellectual potential and help them navigate their way around.
- The Disability Services Program (DSP)—DSP is able to support students if they need special accommodations such as assistive technology or extended test taking.
- The Learning Effectiveness Program (LEP)—If students need additional academic support, they can enroll in LEP to receive individualized academic counseling, tutoring and organizational help.

All of these offices are committed to helping students achieve academic success and developmental growth during their years on campus.

Job Summary/Position Details:
The Student Life Fellow for Academic Advising and Discoveries Orientation (AADO) has a minimum 13-hour per week appointment with the Advising & Orientation office. The Fellow also assists in creating an environment that promotes academic success, personal development, respect for human diversity, and a strong sense of community. 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 Academic Advising & Orientation. The AADO Fellow is expected to work 13 hours/week in the AADO office during the academic year (11 weeks/quarter), and 30 total hours during the break periods. The AADO Fellow is expected to help with New and Transfer Student Orientations for the fall, winter, and spring quarters. This position is a year to year appointment and runs August – June each year.

The Student Life Fellow additionally holds a 2 hour a week (in addition to on-call responsibilities) appointment with Housing and Residential Education. Together with the DU Apartments staff, the Fellow works in direct service to undergraduate, graduate and non-traditional DU students. The Fellow assists in creating an environment, which promotes academic success, personal development, respect for human diversity, and a strong sense of community. For these responsibilities, the Student Life Fellow is supervised and reports directly to the Assistant Director for Residential Education.

Other position requirements include:

- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment.
- This position with AADO is a year-to-year appointment and runs approximately mid-August to mid-June each year (10 months).
- The additional role within Housing & Residential Education is a 12 month appointment, which runs begins in August.
- No other employment may be held during the fellowship contract without prior permission from supervisor.
Required Qualifications:
- Candidates must have an earned Bachelor's degree and be enrolled in the University of Denver Higher Education MA 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
- Preference will be given to first year students, but all students are welcome and encouraged to apply.
- Interest, desire and/or experience in the field of student affairs, specifically, academic resources.
- An ability and willingness to apply student development theory and concepts in program setting.

Summary of Responsibilities: (including but not limited to)

Duties with Academic Advising and Discoveries Orientation

Administrative
- The Fellow for AADO will work with all undergraduate students and make intentional outreach to selected groups such as multicultural, at-risk, transfer, or academic probation students to insure their success and persistence at the University of Denver.
- The Fellow will work with students on Academic Probation or Warning to create an academic plan and provide resources where the student can improve their academic standing.
- Strong written and verbal communication skills, 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 and Excel) is essential.

Programming
- The Fellow for AADO may design and implement programs to provide timely and effective advising in order to create and inclusive learning environment for all students.

Academic Advising & Discoveries Orientation
- One-on-one advising with undergraduate students regarding undergraduate common curriculum requirements, resources and other issues.
- Opportunities to develop and participate in new student orientation programs, training and activities.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
- Collaborate with supervisor on all student concerns.

Departmental Duties
- Attend departmental and cluster meetings, assists in developing departmental and Cluster goals and objectives, participate in work groups within the department.
- 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.
- The Fellow will receive feedback from their AADO supervisor throughout the academic year. Formal evaluations will take place at the end of each quarter.

Professional Development
- Participate in various trainings, retreats and professional development discussions that occur throughout the academic year.
**Duties with Housing and Residential Education**

**Training**
- Participation in an extensive, one week training at the beginning of August. Fellow must be completely moved into apartment by the time training starts.
- Participation in several additional training events throughout the academic year.

**Administration**
- Participate in the on-call duty rotation for the apartment’s area. This is assigned multiple times throughout the year (including winter and spring breaks and will include holidays). The on-call staff member must remain within 20 minutes of campus at all times, and can be reached 24 hours a day.
- Participate with the apartment’s resident assistants in the daily duty coverage rotation in the apartment’s area.
- Provide support for check in/out procedures for residents in the apartments community while on duty and other times as deemed necessary.

**Community Development**
- Be accessible and approachable with each DU Apartments resident.
- Enforce University of Denver and Housing and Residential Education policies.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
- Follow up with residents and supervisor as appropriate regarding resident information or concerns.
- Promote a respect for diversity within the apartments community.

**Teamwork**
- Attend one-on-one meetings with supervisor for apartments as needed.
- Maintain open communication and be willing to work effectively with other apartment staff members.
- Consult with and support other staff members as needed.
- Maintain open communication and be willing to work effectively with other DU Apartments staff members.

**Evaluation**
- The Fellow will receive informal feedback from their supervisor throughout the year. In addition, s/he will receive a written evaluation at the end of the Fall and Spring Quarters.
- The Fellow will receive formal written and or verbal warnings in the case that job requirements are not sufficiently met. Continued failure to meet job requirements may result in termination from employment.

**Additional Position Requirements for Housing and Residential Education**
- The Fellow must be willing to accept other duties as determined and assigned by professionals from Housing and Residential Education.
- The Fellow must be flexible and open to meeting the changing needs of the residents and apartment community.
- Permission to leave campus for an extended period of time (i.e. vacation) must be granted by the Assistant Director for Residential Education.

**Compensation:**
- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- Stipend: not applicable
- Housing: furnished one-bedroom apartment in the residence halls/apartments with all utilities, cable, and Internet paid. The apartment is free of charge during the appointment period
- Meal Plan: meal plan cash while school is in session, up to $250 per quarter
- Opportunity for additional hourly pay, up to 10 hours per week
- Other: opportunity to apply for professional development of $250 (conference attendance, travel, etc.) from Student Life

Last Edit: November 16, 2015