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 of student staff efforts to provide support and leadership training for targeted student populations. The GA will work a minimum of 25 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:

- **Program oversight:** Provide oversight for the following programs (1) Campus Cupboard (on campus food pantry), (2) Professional Attire Fair, (3) Student Outreach Efforts (4) Student Success workshops (5) IESSLD Tutoring Program
- **Community outreach:** (1) serve as a IESSLD representative at community events as necessary, (2) facilitate outreach efforts for first time first year students of color to monitor their engagement and support their overall academic and engagement needs (4) provide leadership and mobilization for community response to critical issues that arise within our community/world that impact the DU community
- **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.

- Assist in the monitoring of IESSLD Student participant academic and social success at DU including monitoring grades and making necessary resource referrals to ensure success.

Additionally, the IESSLD GA will be expected to:

- Assist with CME/IESSLD additional programming targeted at diverse/historically underrepresented populations, as needed
- Provide support for the Assistant Director of Affinity Group Leadership with programs and services
- Assist with the management and supervision of the IESSLD graduate and undergraduate staff
- Supervise 1-3 student staff members
- Implement community organizing into the framework of programs and services
- 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 implementation, research and support across 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 Bachelors degree and must be enrolled in a masters or 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.

**Compensation:** This is a 9-month non-benefitted graduate assistantship position with 24 tuition credit waivers and an annual salary to be determined by enrolled program level. Contingent upon mutual agreement and satisfactory performance, this appointment will be renewed for a second year. This position is expected to work a minimum of 25 hours per week including some evenings, late nights and weekends. Professional development opportunities are available.