Updated: 05/31/16

**Job Title:** Housing & Residential Education Fellow for Off-Campus Housing, 2016-2017

**To apply:** Send your resume and cover letter directly to [Christopher.silva@du.edu](mailto:Christopher.silva@du.edu), with “HRE Fellow 2016-2017” in the subject line.

**Job Summary:**
The Graduate Fellow for Off-Campus Housing is responsible for supporting students living off campus. This position also plays a role in building relationships with the various DU graduate student services and local landlords. This position has a workload of approximately 13 hours/week.

**Required Qualifications:**
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education 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, 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 housing
- An ability and willingness to apply student development theory and concepts

**Summary of Responsibilities:** *(including but not limited to)*
- Update and maintain the off-campus support section of the HRE website.
- Serve as point of contact for students and parents in communication of off-campus housing options.
- Create and organize an annual Off-Campus Housing Fair.
- Responsible for the collection and upkeep of all off-campus marketing materials that will assist DU students in locating off-campus housing.
- Serve as a liaison with students, parents, and administration for off-campus housing
- Research best practices for commuter and off-campus student programs and help develop appropriate programs and services for this student population. Possibly including roommate matching, landlord/tenant rights & responsibilities, etc.
- Research data on off-campus housing trends
- Maintain and submit monthly and yearly reports on the services being provided
- Work to create appropriate marketing campaigns to best promote the services of the program. Including but not limited to: office posters, brochures, handouts, videos, displays, and promotional products.
- Administer survey and data collection to assess needs and satisfaction of Off-Campus Student experience
- Maintain the Off-Campus housing database, including web listings of properties, lease information as well as local landlord list.
- Establish and maintain office hours which will effectively serve the population. These office hours may fall outside of the traditional office hours times
• Hold 3-4 information sessions concerning off campus living – providing a balanced view of the advantages and disadvantages of off campus living.

**Fellow 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, such as support other HRE operations during busy times of the year.
- 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 Director of Housing.

**Compensation:**
- Housing: furnished one-bedroom apartment in the residence halls/apartments with all utilities, cable, and Internet. 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