**Job Title:** Student Life Fellow for Career Services

**To apply:** Send your resume and cover letter directly to HED.GradJobs@du.edu, with “Career Services - Fellow” in the subject line.

**Office Information/Purpose:**
As an invested partner with faculty, staff, senior administration and employers, the University of Denver Career Center challenges students and alumni to make informed decisions about work and life. We strive to foster ethical and caring behavior while assisting individuals with: Self-Assessment, Career and Educational Options, Self-Marketing Strategies and Real World Experiences.

To that end, through career advising and programming we:
- Support academic and professional transitions
- Encourage alumni involvement
- Cultivate a positive reputation of DU

**Job Summary/Position Details:**
The Student Life Fellow for Career Services has a minimum 10-hour per week appointment with the Career Services (CS) office. The Fellow in CS assists in advising students, presenting Career Services programming, collecting data for assessment of employment outcomes and social networking functions. The Fellow in CS 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 career advising, program development, digital, events management and communication skills as well as the ability to work independently and as a member of a team. The Student Life Fellow for Career Services reports to the Assistant Director of the Career Center.

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 Career Services is a year-to-year appointment (preference that the role is maintained for both years in the MA program) 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 begins in August.
- No other employment may be held during the fellow 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.
- Web and social networking skills.
- Ability to work independently and as a team member.
- A genuine interest and satisfaction in working with students, employers, faculty and staff.

Last Edit: November 26, 2014
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, career development.
- An ability and willingness to apply student development theory and concepts in a career services program setting.
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential. Strong social networking skills—Facebook, LinkedIn, Twitter.

Summary of Responsibilities: *(including but not limited to)*

**Duties with Career Services**

**Administrative**
- Strong written, verbal and digital communication that involves reading and writing correspondence (includes blogging), and dealing effectively with a broad range of students, as well as staff, faculty, parents, employers and the public.
- Database management and entry of student information received through advising appointments, workshops and Career Services events.

**Programming and Advising**
- Work with students on meeting developmental benchmarks to prepare for a successful career. Topics will include choosing a major, landing an internship or other forms of work integrated learning, writing resumes and cover letters, interviewing, career research strategies and interpretation of various career assessments.
- Opportunities exist to assist with the implementation of various CS programs including career fairs, office-wide assessment and facilitation of career development workshops for students throughout the year.
- Partner with Center for Multicultural Excellence to plan and execute the annual Professional Attire Fair.

**Departmental Duties**
- Attend departmental events and meetings, assist in developing departmental goals and objectives, and serve on one departmental committee.
- 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 departmental environmental sustainability efforts.
- Coordinate and oversee departmental social networking initiatives including writing a Career Services blog and keeping Facebook and LinkedIn pages updated.

**Professional Development**
- Participate in various trainings, retreats and professional development discussions that occur throughout the academic year.
- Meet regularly with supervisor.

**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 work with their supervisor to develop goals and outcomes for the position and will meet regularly to ensure that these goals are met and fulfill the professional development desires of the Fellow.
• 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.

**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

Last Edit: November 15, 2016
• 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
• Other: opportunity to apply for professional development of $250 (conference attendance, travel, etc.) from Student Life