Inclusive Excellence Graduate Fellow
IE Graduate Student Success

The goals of the Inclusive Excellence Graduate fellow program are to provide 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.

Job Title: Inclusive Excellence Graduate Student Success Graduate Fellow
To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu, with “IE Graduate Student Success Fellow” in the subject line.

REQUIRED QUALIFICATIONS:

- Candidates must demonstrate a commitment to diversity and multiculturalism with an emphasis on women.
- Must have excellent organizational, planning, interpersonal, and communication skills.
- Demonstrate ability to work independently and as a team member.
- Display a genuine interest in working with students, faculty, and staff.
- Strong written and verbal communication skills, including an ability to effectively communicate with a broad range of populations.
- A basic technical understanding of databases and information systems is highly desirable. Familiarity with Microsoft Office suite (Word, Access, Excel, and Publisher) is essential.

POSITION DETAILS AND REQUIREMENTS:

- The IE Fellow will be one of four housed at CME and will be part of a team of IE Fellows supporting the program work of the office. The IE Fellow for Graduate Student Success will work closely with the Director for College Graduate Student Success.
- The position will be 15 hours per week for a minimum one academic year commitment (September-May).
- Fellows will be hired as an hourly employee of the Center for Multicultural Excellence. The hourly wage range is between $13.50-$19.00 depending on the student’s experience for up to $7,250 annually.
- Student must be enrolled and maintain good academic standing in their respective academic program.
- Breaks (winter & spring) may require a presence on campus. Time off during these breaks is at the discretion of your supervisor.
- Attend quarterly training on Inclusive Excellence.
- Follow all University of Denver policies and procedures appropriately.
- Respect and maintain confidentiality.

SUMMARY OF RESPONSIBILITIES (including, but not limited to):

1. Graduate Student Success:
   - Program Development: Responsible for assisting the Director in developing and carrying out a variety of Graduate Student Success initiatives and activities for students from historically underrepresented communities in partnership with other units and programs at the University. This will include programs targeting graduate students at the University of Denver to assist with increasing retention to graduation through programs, support and services. Programs include affinity group support, IE Fellows Program and Division Campus Life and Inclusive Excellence (CLIE) Graduate Student training, workshops (professional development, writing, etc.), discussion groups, advocacy and general support, etc.
   - Administrative Support: Provide support to the Director in logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc.
   - General Inclusive Excellence Work: Contribute to other division and unit Inclusive Excellence initiatives as needed.

2. General Responsibilities:
   - Attend appropriate CME staff and/or other meetings related to responsibilities.
• Collaborate with other departments and offices on campus.
• Demonstrate an ongoing commitment to the principles of Inclusive Excellence through programming, campus collaborations, and participation in University Inclusive Excellence initiatives.