Job Title: Graduate Assistant for Student Organizations – Office of Student Engagement

To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu, with “Graduate Assistant for Student Organizations - Office of Student Engagement” in the subject line.

Office Information/Purpose:
The Office of Student Engagement is committed to enhancing the educational mission of the University by encouraging student involvement where experience is the foundation for learning, providing opportunities for life skills development, and fostering a sense of community where all members feel supported, valued and challenged.

Job Summary:
The Graduate Assistant for Student Organizations holds a half-time (minimum 25 hours per week) appointment with the Office of Student Engagement. Graduate Assistants report directly to an Assistant Director or Director of Student Engagement and will assist in one or more functional areas which include but are not limited to: Student Programming (DU Programming Board/Late Night Programs), Student Organizations, Undergraduate Student Government, and Leadership Programs. Graduate Assistants in this area will also assist in Fraternity and Sorority Life programs when needed.

The assistantship provides multiple opportunities for the development of the following: educational philosophies; leadership and administrative skills; traditional student advising and consulting; research, writing, and presentation opportunities; networking with Student Affairs regional and national professional organizations; and comprehensive professional experience.

Other position requirements include:
- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment
- No other employment may be held during the Graduate Assistant contract without prior permission from supervisor
- Breaks (winter& spring) will require Graduate Assistant’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor
- Follow all University of Denver policies and procedures appropriately
- Work an average of 25 hours/week
- Contract length is 10 months, usually mid-August to mid-June

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 affairs, specifically, student activities and Greek life
- An ability and willingness to apply student development theory and concepts

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

**Administrative**
- Strong written and verbal communication skills, involving 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, Access, Excel, and Publisher) is essential

**Programming and Advising**
- Ability to implement various programs/activities for the Office of Student Engagement
- Coordinate evaluations of programs, and maintain program budgets
- Facilitate various meetings with student leaders

**Professional Conduct**
- Ability to work with students at a wide range of developmental levels is essential. Sensitivity and tact are vital to this position
- Collaborate with supervisor on all student and staff concerns
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice
- Attend staff meetings and assist in developing departmental goals and objectives
- Collaborate with other departments and offices on campus
- Demonstrate an ongoing commitment to the principles of inclusive excellence through programming, campus collaborations, and/or involvement and participation in university/divisional inclusive excellence projects or initiatives
- Contribute to departmental environmental sustainability efforts

**Professional Development**
- Participate in professional staff training in late August before students arrive for fall quarter
- Participate in various retreats and professional development discussions that occur throughout the academic year

**Compensation:**
- Tuition: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- Stipend: $14,500/ten-month period (mid-August – mid-June)
- Housing: not applicable
- Meal Plan: not applicable
- Other: student health fee, health insurance, and the opportunity to apply for professional development funds (up to $250) from Student Life