Inclusive Excellence Graduate Fellow
For the Associate Vice Chancellor

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.

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 a 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:
- This position will be housed in the Center for Multicultural Excellence and will report to the Assistant Provost for Campus and Community Partnerships.
- The appointment will be 10 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 wage for this position is up to $7,250 (September-May).
- IE Fellows are eligible to receive tuition support from their academic unit and are also eligible for additional tuition support from Office of Graduate Studies Inclusive Engagement Program.
- 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.
- Follow all University of Denver policies and procedures appropriately.
- Respect and maintain confidentiality.

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

1. **Associate Vice Chancellor and Executive Director for the Center for Multicultural Excellence**
   - **Program Development:** Responsibilities will include assistance with the development of division Inclusive Excellence training, coordination of division Human Resources (staff selection, search committee training), development of new initiatives at the divisional level.
   - **Administrative Support:** Provide support to the Associate Vice Chancellor in logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc.

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.