Inclusive Excellence Graduate Fellow
IE Volunteers in Partnership (VIP)

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 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 Volunteers in Partnership (VIP) will work closely with the Director for Volunteers in Partnership (VIP).
- 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 (September-May).
- 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. College Access and Success:
   - Program Development: Responsible for assisting the Director in developing and carrying out a variety of college access and success activities for students from historically underrepresented communities in partnership with other units and programs at the University. This will include working with students 8th – 12th grade from partner schools in the metropolitan Denver area to 1.) encourage students to complete high school and continue education or training and 2.) bridge the transitions between middle school, high school, post-secondary education or training and careers. IE Fellow will also help to support, guide, train and provide resources for current historically underrepresented DU undergraduate students to aid in their academic success and graduation. Programs for College Access include campus visits, low-cost ACT prep programs, local college fairs, etc. For academic success, training, collaborative workshops, orientation/transition programs, academic performance inventory, 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.