Job Title: Graduate Assistant for Student Case Management – Office of Student Support & Case Management at CU Boulder.
To apply: Send your resume and cover letter directly to deanofstudents@colorado.edu with “Graduate Assistant for Student Case Management – Office of Student Support & Case Management-CU Boulder” in the subject line.

Office Information/Purpose:
Student Support & Case Management supports students throughout their college career in order to best achieve their academic and co-curricular goals. Case management does not solve students' problems for them, but rather helps the student identify issues and appropriate resources and works collaboratively with the student to develop an action plan.

Job Summary:
The Graduate Assistant for Student & Case Management holds a quarter-time (10 hours per week) appointment with the office of Student Support & Case Management and reports directly to Director of Student Support & Case Management or designee. The key functions are to: triage referrals and reported information as it comes in; investigate as necessary to gather available information; prioritize cases; and determine the appropriate response, including but not limited to whether the reported information should be reviewed by the Students of Concern Team or whether the Graduate Assistant can provide the needed assistance. Once a student intervention has been initiated and support structures are in place, the Graduate Assistant may provide further follow up with the student, as 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 quarter-time (10 hours per week)
- Contract length is 10 months, usually mid-August to mid-June
- Must commit to a two year contract

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 or counseling, specifically case management
• An ability and willingness to apply student development theory and concepts

Compensation
• 10 hrs/week of labor
• $7,250 stipend over 9 months
• 12 credit hours of tuition