Updated: 2/2/17

Job Title: Housing & Residential Education Fellow for Off-Campus Housing, 2017-2018

Job Summary:
The Fellow for Off-Campus Housing holds a 15 hour/week appointment with Housing and Residential Education, and must be enrolled in the Higher Education Master’s Degree Program. The Fellow assists in creating an environment which promotes academic success, personal development, and inclusive communities with an emphasis on social justice education. This position also plays a role in building relationships with the various DU graduate student services and local landlords. The Fellow will be directly supervised by the Director of Housing.

Required Qualifications:
• Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education Master’s 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.
• Interest, desire and/or experience in the field of student housing.
• An ability and willingness to apply student development theory and concepts.
• Preference will be given to first year masters students, but all students are welcome and encouraged to apply.

Summary of Responsibilities: (including but not limited to)
• Update and maintain the off-campus support section of the HRE website.
• Serve as point of contact for students and parents in communication of off-campus housing options.
• Create and organize an annual Off-Campus Housing Fair and 3-4 information sessions concerning off campus living – providing a balanced view of the advantages and disadvantages of off campus living.
• Responsible for the collection and upkeep of all off-campus marketing materials that will assist DU students in locating off-campus housing.
• Serve as a liaison with students, parents, and administration for off-campus housing.
• Research best practices for commuter and off-campus student programs and help develop appropriate programs and services for this student population. Possibly including roommate matching, landlord/tenant rights & responsibilities, etc.
• Research data on off-campus housing trends.
• Maintain and submit monthly and yearly reports on the services being provided.
• Work to create appropriate marketing campaigns to best promote the services of the program. Including but not limited to: office posters, brochures, handouts, videos, displays, and promotional products.
• Administer survey and data collection to assess needs and satisfaction of Off-Campus Student experience.
• Maintain the Off-Campus housing database, including web listings of properties, lease information as well as local landlord list.
• Establish and maintain office hours which will effectively serve the population. These office hours may fall outside of the traditional office hours times.
• Liaise with the Sturm College of Law to provide students with legal advice on contracts and landlord-tenant issues.
• Compile data on peer institutions housing programs and resources and publish findings on website.
• Compile data on usage of off-campus housing services and trends.
• Liaise with Sturm College of Law to provide legal counseling services.
• Monitor listing/roommate matching site and message forum for content and effectiveness
• Create new programs to disseminate information about housing and the off-campus housing market
• Use social media to communicate and inform students and parents.

**Departmental Duties**
- Attend departmental meetings, assists in developing departmental goals and objectives, and serve on one departmental development team.
- Be involved in all activities related to student staff selection and training as well as professional staff selection and training.
- Collaborate with other departments and offices on campus.

**Professional Development**
- Participate in various retreats and professional development discussions that occur throughout the academic year.

**Requirements**
- Be enrolled and maintain good academic standing in Higher Education program throughout the course of employment.
- No other employment may be held during duration of the Fellow contract without prior permission from supervisor.
- Follow all University of Denver policies and procedures appropriately.
- Work an average of 15 hours/week; The Fellow position is 10-month contract.

**Compensation:**
- Half Tuition waiver covering classes required for the Student Development track of the Higher Education Master's Degree Program (an average of 4 per quarter, a maximum of 12 credits per academic year).
- Students will work 15 hours/week. Students will be paid hourly, with the ability to earn $7,250 over the 10 month contract.
- Allocation for professional development of $250 (conference attendance, travel, etc.), based on approved application by the Division of Campus Life & Inclusive Excellence.