Graduate Assistant Position Description: Office of Inclusive Excellence Student Success and Leadership Development

Position: Graduate Assistant, Center for Multicultural Excellence- Undergraduate Student Success

To Apply: Send your resume and cover letter directly to tracey.peters@du.edu with “GA – Student Success” in the subject line, along with your last name

Priority Deadline for Application: May 15, 2017

Supervisor: Tracey Adams-Peters, Director-Undergraduate Student Success

Position Description: The Graduate Assistant (GA) for the Center for Multicultural Excellence (CME) will serve as a team leader of student staff efforts to provide support and leadership training for targeted student populations. The GA will work a minimum of 20-25 hours per week under the supervision of the Director of Undergraduate Student Success. Responsibilities and expectations are indicated below.

Specific responsibilities will include:

- **Program oversight:** Provide oversight for the following programs (1) Campus Cupboard (on campus food pantry), (2) Professional Attire Fair, (3) First-generation student support (4) Student Success workshops (5) Transfer Living Community
- **Community outreach:** (1) serve as a CME representative at community events as necessary, (2) engage in case management for target student populations (4) provide leadership and mobilization for community response to critical issues that arise within our community/world that impact the DU community
- **Training and consultation:** (1) will host trainings/consultations on teaching/working with diverse learners/populations, and (2) conduct necessary research as it pertains to other training and consultation programs at CME.
- Assist in the monitoring of CME Student participant academic and social success at DU including monitoring grades and making necessary resource referrals to ensure success.

Additionally, the CME GA will be expected to:

- Assist with CME additional programming targeted at diverse/historically underrepresented populations, as needed
- Provide support for the CME Assistant Directors with programs and services
- Assist with the management and supervision of the CME graduate and undergraduate staff
- Supervise 1-3 student staff members
- Meet regularly with supervisor
- Show professionalism in all areas of work
- Provide research and assessment, as needed
- Serve on committees as it relates to diversity and inclusion implementation, research and support across the university
- Other responsibilities and duties as assigned

Qualifications: A successful candidate will be able to demonstrate an ability/experience working with individuals from diverse and under-represented populations. Candidate must have an earned Bachelors degree and must be enrolled in a masters or doctoral program at the University of Denver. Must demonstrate responsibility in managing multiple tasks, program planning experience, and excellent communication with underrepresented and diverse populations. The candidate must have an interest in multicultural affairs/student development or related field. Have
excellent written and oral communication skills, possess the ability to work cooperatively with staff and outside partners. Must be able to meet deadlines, work independently, demonstrate sound judgment and have experience working with college students in a leadership role. Additionally, the candidate must have a working knowledge of social media, and the ability to articulate IESSLD policies and procedures to students, faculty and staff.

**Compensation:** This is a 9-month non-benefitted graduate assistantship position with 24 tuition credit waivers and an annual salary to be determined by enrolled program level. Contingent upon mutual agreement and satisfactory performance, this appointment will be renewed for a second year. This position is expected to work a minimum of 20-25 hours per week including some evenings, late nights and weekends. Professional development opportunities are available.