Job Title: Inclusive Excellence Fellow for Center for Multicultural Excellence- Undergraduate Student Success (1 Open Position)

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

Priority Deadline for Application: May 15, 2017

Office Information/Purpose:
The goals of the Inclusive Excellence (IE) 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. The Inclusive Excellence fellow for Student Success reports to the Director of Undergraduate Student Success in the Center for Multicultural Excellence (CME).

Job Summary/Position Details:
The IE Fellow for Undergraduate Student Success is a half-time (approximately 15 hours a week) non-benefited graduate student worker in the Center for Multicultural Excellence, for a minimum one academic year commitment. As part of the Undergraduate Student Success team and the IE Fellows cohort, applicants will be relied upon to accomplish valuable and critically engaged work in order to ensure that programs, as well as DU, can meet their IE goals. Thus, applicants must be able to work both independently and in collaboration.

Required Qualifications:
- Candidates must demonstrate a commitment to diversity and multiculturalism with an emphasis on student leadership.
- Must have excellent organizational, planning, interpersonal, and communication skills.
- Must be able to set and achieve personal timelines and deadlines.
- Demonstrate ability to work independently with little supervision 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. Experience with Banner is preferred.

Summary of Responsibilities: (including but not limited to)
Undergraduate Student Success
- Administrative Support – Provide support for the Director of Undergraduate Student Success in with ongoing programs and initiatives, as well as logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc.
- Supervisory Responsibilities- Will serve as supervisor to 1-2 undergraduate student staff members.
- Leadership Program Support & Development – In partnership with Director, coordinate construction, delivery, and on-going development of leadership opportunities for undergraduate students.
- Student Success & Engagement Program Development– Assist with and at times, take the lead on the development and implementation of CME student success and engagement programs, as well as conduct quarterly student success check-ins, assess and provide recommendations for interventions as needed.
- Assisting with student initiative programs (VIP, SL, First-Gen, COMPASS)
- Engage in Case Management for target student population.
- Other duties as assigned.
General Responsibilities

- Attend and at times lead student staff meetings as appropriate and develop departmental goals and objectives in conjunction with Director, Assistant Directors and Graduate Assistant.
- 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.
- Contribute to departmental environmental sustainability efforts.
- Other duties as assigned.

Compensation:

- Stipend: Fellows will be hired (September-May) 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 annually.
- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding.
- Housing: Not applicable
- Meal Plan: Not applicable
- Other: Not applicable

* Position contingent on available funding