IE Fellow- First Generation Parent and Family Engagement

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 First Generation Parent and Family Engagement reports to the Director of Parent and Family Engagement and Assistant Director of Student Success.

Job Summary/Position Details:
The IE Fellow for First Generation Parent and Family Engagement is a half-time (approximately 15 hours a week) non-benefited graduate student working in the Center for Multicultural Excellence and the Office of Parent and Family Engagement, for a period of one academic year. As part of the First-Generation Parent and Family Engagement 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 first generation 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.
- Must be a second-year student in the Morgridge College of Education Higher Education Program.

Required Knowledge Skills and Abilities:
- Strong teamwork and interpersonal skills to relate to a broad spectrum of stakeholders.
- Demonstrate a commitment to the principles of Inclusive Excellence.
- Ability to work collaboratively with students, parents, staff, faculty, department staff and community members.
- Ability to communicate effectively both verbally and in writing with strong writing and oral communications skills.
- Demonstrate a commitment to community engagement.
- Ability to read and interpret documents such as procedure manuals, reports and other pertinent information.
- Ability to work with spreadsheets and maintain records with attention to detail and accuracy.
- Ability to prioritize and multi-task.
- Ability to be adaptable and flexible.
• Availability to work some evenings and weekends.
• Ability to run and assist with initiative programs.
• Knowledge of standard policies and procedures.
• Solid computer and organizational skills.
• Ability to use computer programs MS Word and Excel.
• Solid event planning and communication skills.
• Collaboration and problem-solving skills.
• Bachelor’s Degree required.

Summary of Responsibilities
• Administrative Support – Provide support for the Director of Parent & Family Engagement and the Assistant Director of First Generation Parent and Family Engagement with ongoing programs and initiatives, as well as logistical aspect.
• Program Support & Development – In partnership with Directors, coordinate construction, delivery, and on-going development of leadership opportunities for students and their parents.
• Student Success & Engagement Program Development-- Assist with and at times, take the lead on the development and implementation of student and parent engagement programs.
• 1 Gen U first-generation initiative program – Assist with first-generation student and parent orientation and ongoing program engagement.

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 Timeline:
Priority deadline for consideration: May 15, 2017

Please submit applications to Sharon Bond at Sharon.Bond@du.edu and Alfredo Gallegos at Alfredo.Gallegos@du.edu.

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