Discoveries Fellow

To Apply: Complete the online application by January 15, 2019 for full consideration.

Office Information

Campus Life and Inclusive Excellence (CLIE) is the student affairs division of the University of Denver. CLIE includes but is not limited to Housing and Residential Education, Academic Resources, Student Community Engagement, Health and Counseling, and Culture, Access, and Transitions. We are committed to providing students with the support and skills needed to become empowered citizens that positively impact the communities they are a part of, now, and in the future. We do so by challenging students to:

- Reflect on their values and identities;
- Recognize their strengths and acknowledge areas for further growth;
- Understand the importance of needing support and seeking it;
- Cultivate their passions; and
- Foster the public good

Position Detail

The Discoveries Divisional Fellow holds a 15-hour per week appointment. The Discoveries Fellow reports directly to the Assistant Director of Discoveries within Culture, Access, and Transitions. The position provides support to the assistant director in orientation program planning, coordination with campus partners, orientation leader recruitment and training, and assessment of the program based on CAS standards. The position offers multiple opportunities for the development of the following: educational philosophies; leadership and administrative skills; research, writing, and presentation opportunities; networking with Student Affairs regional and national professional organizations; and comprehensive orientation program design and implementation.

- All applicants must be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment.
- Other employment may be held during the contract but only with prior permission from supervisor.
- Breaks (winter & spring) may require Fellow’s presence on campus and/or involvement with tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor.
- Must follow all University of Denver policies and procedures appropriately.

Required Qualifications

- Enrolled in the Higher Education master’s degree program at the University of Denver
- Candidates must demonstrate a commitment to diversity and multiculturalism
- Must have excellent organizational, planning, interpersonal, and communication skills
- Demonstrate ability to work independently and as a team member
- Display a genuine interest in working with faculty and staff, as well as students
- Must have strong written and verbal communication skills
- A basic technical understanding of databases and information systems is highly desirable

Preferred Qualifications

- An ability and willingness to apply student development theory and concepts
- An ability to stay on throughout the summer as an intern to complete Discoveries Week
- Experience working in an orientation, transition, or retention focused office in the past
- Familiarity with technologies such as trello, slack, and airtable is desired
Summary of Responsibilities

Administrative
- Strong written and verbal communication skills, involving reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public
- Utilize various technologies to coordinate event planning details for use during Discoveries week
- Design and coordinate assessment measures relating to the program

Programming
- Ability to collaborate on the design and implementation of various programs/activities
- Facilitate various meetings with campus constituents including faculty, staff, and students
- Assist with orientation leader recruitment and interviewing

Professional Conduct
- Ability to work with students at a wide range of developmental levels is essential
- Collaborate with supervisor on all student and staff concerns
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community
- Attend staff meetings and assist in developing departmental goals and objectives
- Collaborate with other departments and offices on campus, including partners in academic affairs
- Demonstrate an on-going commitment to the principles of inclusive excellence through programming, campus collaborations, and/or involvement and participation in university/divisional inclusive excellence projects or initiatives
- Contribute to departmental environmental sustainability efforts

Professional Development
- Participate in professional staff training in late August before students arrive for fall quarter
- Participate in various retreats and professional development discussions that occur throughout the academic year

Compensation
- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding.
- Stipend: Net Gross Pay up to $7,250 annually, paid hourly
- Other: opportunity to apply for professional development of $250 (conference attendance, travel, etc.) from Campus Life and Inclusive Excellence.