Off-Campus Housing Fellow

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

Position Detail

The Off-Campus Housing Fellow (OCF) 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 Assistant Director of Housing.

Required Qualifications

- Candidates must have an earned Bachelor’s degree and admission/enrollment in the University of Denver Higher Education program.
- A demonstrated commitment to diversity and social justice and equity.
- 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.

Preferred Qualifications

Preference will be given to first year graduate students, but all students enrolled in the Higher Education program are welcome and encouraged to apply.

Interest, desire and/or experience in the field of housing and residential education or student affairs.

Summary of Responsibilities

There are unique aspects with the Off-Campus Housing position at the University of Denver. The OCF is expected to fulfill the following responsibilities, in addition to others that may be assigned throughout the year:

1. Administrative
   - 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.
• 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.
• 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.

2. **Inclusive Excellence/Social Justice**
   • Actively commit personally and professionally to diversity, multiculturalism and social justice initiatives brought forth by HRE and the DU community.
   • Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
   • Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.

3. **Departmental Duties**
   • Attend departmental meetings, assists in developing departmental goals and objectives, and participate in department initiatives as an active member.
   • 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.

4. **Professional Development**
   • Participate in professional staff training in early August before students arrive for fall quarter.

**Requirements**

• Be enrolled and maintain good academic standing in the Higher Education Master’s 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 a 10-month contract starting in August 2019.
Compensation

- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver
- 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.