Graduate Assistant
Culture, Access, and Transitions

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

Position Detail

The Graduate Assistant (GA) for Culture, Access, and Transitions (CAT) 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 25 hours per week under the supervision of the Executive Director of Culture, Access, and Transitions. Responsibilities and expectations indicated below.

Qualifications

A successful candidate will be able to demonstrate an ability/experience working with individuals from diverse and historically under-represented/minoritized 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 CAT policies and procedures to students, faculty and staff.

Summary of Responsibilities

- **Program oversight:** Provide oversight for programs and services offered through the department
- **Community outreach:** (1) serve as a CAT representative at community events as necessary, (2) facilitate outreach efforts for first time first year students of color to monitor their engagement and support their overall academic and engagement needs (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 CAT.
- Assist in the monitoring of CAT student participant academic and social success at DU including monitoring grades and making necessary resource referrals to ensure success.

Additionally, the CAT GA will be expected to:

- Assist with CAT additional programming targeted at diverse/historically underrepresented populations, as needed
- Provide support for the Assistant Director of Affinity Group Leadership with programs and services
- Assist with the management and supervision of the CAT graduate and undergraduate staff
- Supervise 1-3 student staff members
- Implement community organizing into the framework of programs and services
- 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
Compensation

- Tuition: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver
- Stipend: $14,500/ten-month period (mid-August to mid-June).
- Housing: not applicable.
- Meal Plan: not applicable.
- Other: student health fee, health insurance, and the opportunity to apply for professional development funds (up to $250) from Campus Life and Inclusive Excellence.