Inclusive Excellence Graduate Fellow
Equity in Science Technology Engineering Mathematics (E-STEM) Program

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

The goals of the Inclusive Excellence Graduate 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.

Position Details
• The IE Fellow will be one of five working directly with the CME and will be part of a team of IE Fellows supporting the program work of the office, in partnership with the Division of Natural Science and Mathematics and the Ritchie School of Engineering and Computer Science. This IE Fellow will have a work space in the Ritchie School of Engineering and Computer Science building. The IE Fellow for E-STEM will work closely with the Director for the E-STEM Program.
• The position will be 15 hours per week for a minimum one academic year commitment (September-May).
• Fellows will be hired as an hourly employee of the Campus Life and Inclusive Excellence, Ritchie School of Engineering and Computer Science, and Natural Science and Mathematics. The hourly wage range is between $13.50-$19.00 depending on the student’s experience for up to $7,250 annually.
• Student must be enrolled and maintain good academic standing in their respective academic program.
• Breaks (winter & spring) may require a presence on campus. Time off during these breaks is at the discretion of your supervisor.
• Attend monthly or quarterly training on Inclusive Excellence.
• Follow all University of Denver policies and procedures appropriately.
• Respect and maintain confidentiality.

Required Qualifications:
• Candidates must demonstrate a commitment to diversity and multiculturalism, including first generation students.
• 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 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.

Summary of Responsibilities

1. E-STEM Program:
   • Program Development: Responsible for assisting the Director in developing and carrying out a variety of undergraduate STEM student success (retention, community building and professional development) initiatives and activities for students from historically underrepresented communities in partnership with Division of Natural Science and Mathematics and the Ritchie School of Engineering and Computer Science as well as other units and programs at the University. This will include developing an academic program targeting undergraduate students at the University of Denver to assist with increasing retention to
graduation through programs, support and services. This position will also help guide students to STEM Graduate School Programs as well as STEM Internships and future careers. Programs include affinity professional organizations, Academic Excellence Workshop (AEW) Calculus courses, weekly seminars (classes), workshops (professional development, resume writing, time management, etc.), faculty and industry connections, discussion groups, advocacy and general support, etc.

- **Administrative Support**: Provide support to the Director in logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc.
- **General Inclusive Excellence Work**: Contribute to other division and unit Inclusive Excellence initiatives as needed.

2. **General Responsibilities**:
   - Attend appropriate CME staff and/or other meetings related to responsibilities.
   - 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.

**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.