Inclusive Excellence Graduate Fellow
First Generation Initiatives

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.

Office Information

Campus Life and Inclusive Excellence (CLIE) is the student affairs division of the University of Denver. CLIE includes Housing and Residential Education, Academic Resources, Student Community Engagement, Health and Counseling, and the area of Culture, Access & 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 student 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 IE Fellow is a quarter-time (approximately 15 hours a week) non-benefited graduate student worker in the Campus Life and Inclusive Excellence division, for a minimum one academic year commitment. This position reports to the Director of First Generation Initiatives within the Culture, Access & Transitions area. The IE Fellow provides college access initiatives, community outreach, administrative support, program development, social media support, first-generation student/family support, DACA/Undocumented student support and performs other general office duties as assigned. 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.
- Strong written and verbal communication skills, including an ability to effectively communicate with a broad range of populations.
- Ability to work collaboratively with students, parents, staff, faculty, department staff and community members.
- Demonstrate a commitment to community engagement.
- Ability to work with spreadsheets and maintain records with attention to detail and accuracy.
- Ability to prioritize, be adaptable and flexible.
- Availability to work some evenings and weekends.
- Ability to run and assist with initiative programs.
- Must be able to set and achieve personal timelines and deadlines.
- Demonstrate ability to work independently with little supervision and as a team member.
- 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 preferred.
• Bilingual in Spanish preferred

Summary of Responsibilities

Undergraduate Student Success

• Program Support & Development – In partnership with the Director, coordinate and develop college access initiatives for middle school and high school students and families, and provide on-going leadership and college success opportunities for undergraduate students and their families.
• Supervisory Responsibilities – Will serve as supervisor to 15-20 undergraduate student staff members.
• Administrative Support – Provide support for the Director of First Generation Initiatives with ongoing programs and initiatives, as well as logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc.
• Collaborate with other departments and offices on campus.
• Development of First Generation Initiatives (including the Volunteers in Partnership (VIP) program) -- Assist with and at times, take the lead on the development and implementation of student and family engagement programs, including a pre-orientation retreat for incoming first year students.
• Support our DACA/Undocumented students at the University of Denver and in the community.
• Conduct quarterly student success check-ins, assess and provide recommendations for interventions as needed.
• Other duties as assigned.

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.