Inclusive Excellence Graduate Fellow
Graduate Student Activities

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 Housing and Residential Education, Academic Resources, Student Community Engagement, Health and Counseling, and the Center for Multicultural Excellence.

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 Campus Life & Inclusive Excellence Divisional Fellow holds a quarter-time (maximum 13 hours per week) appointment. The Fellow reports directly to a Program Coordinator, Assistant Director, or Director within the Division of Campus Life. This position will be assigned to a department/office within the Division at the discretion of the Vice Chancellor for Campus Life and Inclusive Excellence.

The position provides multiple opportunities for the development of the following: educational philosophies; leadership and administrative skills; traditional student advising and consulting; research, writing, and presentation opportunities; networking with Student Affairs regional and national professional organizations; and comprehensive professional experience.

- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment
- No other employment may be held during the Fellow contract without prior permission from supervisor
- Breaks (winter & spring) will require Fellow’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor
- Follow all University of Denver policies and procedures appropriately
- Work an average of 13 hours/week
- Contract length is 10 months, usually mid-August to mid-June

Required Qualifications

- Candidates must demonstrate a commitment to diversity and multiculturalism and first generation students.
- Enrolled in the Higher Education master’s degree program at the University of Denver
- 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. Graduate Student Success:
   • **Program Development:** Responsible for assisting the Assistant Director in developing and carrying out a variety of Graduate Student Success initiatives and activities for students in partnership with other units and programs at the University. This will include programs targeting graduate students at the University of Denver to assist with increasing retention to graduation through programs, support and services. Programs include affinity group support, IE Fellows Program and Division Campus Life and Inclusive Excellence (CLIE) Graduate Student training, workshops (professional development, writing, etc.), wellness programs, Grad Chat, and annual programming.
   • **Administrative Support:** Provide support to the Assistant Director in logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc. Support the Assistant Director with graduate hiring. Support Office of Student Engagement with other events and programs throughout the year (Homecoming, Winter Carnival, etc.)
   • **General Inclusive Excellence Work:** Contribute to other division and unit Inclusive Excellence initiatives as needed.
   • **Social Media/website/newsletter:** Manage social media posts and promoting events for graduate students. Update and add to graduate student website. Create and send out a bi-weekly graduate student newsletter.

2. General Responsibilities:
   • Attend appropriate OSE 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
• 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.