Graduate Assistant for College and Career Success Department  
Aurora Public Schools

To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu with “Graduate Assistant for College and Career Success Department” in the subject line.

Application Deadline: January 15, 2019

Office Information/Purpose:
The purpose of the College and Career Success Department is to transform student learning by providing access and exposure to real world, hands on, and community-based experiences to ensure all students have the competencies and skills needed for success in college and career pursuits.

Job Summary:
The Graduate Assistant for the College and Career Success Department is a part-time (10 hours per week) appointment with Aurora Public Schools (APS). Graduate Assistants report directly to the Director of College and Career Success and/or their designee and will assist primarily with elementary schools in one of the five P-20 learning communities within APS. Graduate Assistant duties will include but are not limited to: Support of elementary student ICAP (Individual Career and Academic Plan) development, workshops/special events for students and parents, college tours, and business and industry visits. Graduate Assistants will also assist with other College and Career Success programs at other levels of education as needed.

The assistantship provides opportunities for the development of the following: educational philosophies; leadership and administrative skills; traditional student advising and consulting; research, writing, and presentation opportunities; pedagogy with an equity lenses; and comprehensive professional experience.

Other position requirements include:
- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment
- Breaks (winter & spring) will require Graduate Assistant’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of Director of College and Career Success and/or their designee
- Follow all University of Denver policies and procedures appropriately
- Work an average of 10 hours/week
- Contract length is 9 months, usually mid-August to mid-May

Required Qualifications:
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education Department’s MA program
- A demonstrated commitment to inclusive excellence
- 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 in K12 education
Preferred Qualifications

• Preference will be given to first year students, but all students are welcome and encouraged to apply
• Interest, desire and/or experience in the field of access to higher education and K12 education
• An ability and willingness to apply student development theory and concept

Summary of Responsibilities: *(including but not limited to)*

**Administrative**

• Strong written and verbal communication skills, involving reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public
• A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) and Google products are essential

**Programming and Advising**

• Ability to implement various programs/activities for the College and Career Success Department
• Collaborate with district support staff, administrators, teachers, and counselors to ensure the implementation of district-wide and school-based College and Career Readiness systems that match students with post-secondary planning opportunities
• Connect with students and family to ensure students have developed a “Plan” for their future

**Professional Conduct**

• Ability to work with students at a wide range of developmental levels is essential. Sensitivity and tact are vital to this position
• Collaborate with supervisor on all student and staff concerns
• Develop and maintain current knowledge about higher education and career opportunities associated with the APS 2020 Strategic Goals
• Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community
• Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, and multiculturalism
• Attend staff meetings
• Contribute to departmental environmental sustainability efforts

**Professional Development**

• Participate in professional staff training in mid-August at the beginning of the APS school year
• Participate in various retreats and professional development discussions that may occur throughout the academic year

**Compensation:**

• Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
• Stipend: $7,250/nine-month period (usually August-May)