Graduate Fellow
Career & Professional Development

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

As an invested partner with faculty, staff, senior administration and employers, the University of Denver Office of Career & Professional Development challenges students and alumni to make informed decisions about work and life. We strive to foster ethical and caring behavior while assisting individuals with: Self-Assessment, Career and Educational Options, Self-Marketing Strategies and Real World Experiences.

To that end, through career advising and programming we:
- Support academic and professional transitions
- Encourage alumni involvement
- Cultivate a positive reputation of DU

Position Details
The Graduate Fellow for Career & Professional Development (CPD) is a minimum 15-hour per week appointment with the Career & Professional Development office. The Fellow in CPD assists in advising students, presenting career services programming, collecting data for assessment of employment outcomes and social networking functions. The Fellow in CPD also assists in creating an environment that promotes academic success, personal and professional development, respect for human diversity, and a strong sense of community. The position requires career advising, program development; including digital, events management and communication skills as well as the ability to work independently, and as a member of a team. This position reports to the Assistant Director of Career & Professional Development.

Other position requirements include:
- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment.
- This position with Career & Professional Development is a year-to-year appointment (preference that the role is maintained for both years in the MA program) and runs approximately mid-August to mid-June each year (10 months).
- No other employment may be held during the fellow contract without prior permission from supervisor.

Required Qualifications:
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education MA program
- A demonstrated commitment to inclusive excellence.
- Excellent organizational, planning, interpersonal and communications skills.
- Web and social networking skills.
- Ability to work independently and as a team member.
- A genuine interest and satisfaction in working with students, employers, faculty and staff.

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 student affairs, specifically, career development.
- An ability and willingness to apply student development theory and concepts in a career services program setting.
A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential.

Strong social networking skills—Facebook, LinkedIn, Twitter.

Summary of Responsibilities with Career & Professional Development: (including but not limited to)

Administrative

- Strong written, verbal and digital communication that involves reading and writing correspondence (includes blogging), and dealing effectively with a broad range of students, as well as staff, faculty, parents, employers and the public.
- Database management and entry of student information received through advising appointments, workshops, and CPD events.

Programming and Advising

- Work with students on meeting developmental benchmarks to prepare for a successful career. Topics will include choosing a major, landing an internship or other forms of work integrated learning, writing resumes and cover letters, interviewing, career research strategies and interpretation of various career assessments.
- Opportunities exist to assist with the implementation of various CPD programs including career fairs, office-wide assessment, and facilitation of workshops for students throughout the year.
- Partner with Center for Multicultural Excellence to plan and execute the annual Professional Attire Fair and maintain the Professional Attire Career Closet.

Departmental Duties

- Attend departmental events and meetings, assist in developing departmental goals and objectives, and serve on one departmental committee.
- Collaborate with other departments and offices on campus.
- Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
- Contribute to departmental environmental sustainability efforts.

Professional Development

- Participate in various trainings, retreats and professional development discussions that occur throughout the academic year.
- Meet regularly with supervisor.

Evaluation

- The Fellow will receive informal feedback from their supervisor throughout the year. In addition, s/he will receive a written evaluation at the end of the Fall and Spring Quarters.
- The Fellow will work with their supervisor to develop goals and outcomes for the position and will meet regularly to ensure that these goals are met and fulfill the professional development desires of the Fellow.
- The Fellow will receive formal written and or verbal warnings in the case that job requirements are not sufficiently met. Continued failure to meet job requirements may result in termination from employment.

Compensation:

- Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- Annual Stipend: $7250