Cultural Center Graduate Assistant

The goals of Graduate Assistant (GA) 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. This GA position is located in the Cultural Center area within the larger umbrella of the Culture, Access, and Transitions Programs department.

Position Details:
The Cultural Center GA is a half-time (25 hours a week) non-benefited graduate student staff in the Campus Life and Inclusive Excellence division, for a minimum one academic year commitment. This position reports to Director of Cultural Center and/or an Assistant Director and will attend team meetings and have consistently scheduled individual supervisor meetings. Graduate staff have an opportunity to learn about all our programs in order to exchange ideas and generate best practices across our unit. Additionally, our GA’s work to directly manage a program, are involved with a focus unit outreach area, and select one campus outreach committee. The GA will work with their assigned supervisor to select the committee and develop the outreach focus area.

Required Qualifications:
• Candidates must have an earned bachelor’s degree and admission/enrollment in the University of Denver Higher Education program.
• Must demonstrate a commitment to diversity, equity, and multiculturalism.
• Ability to effectively communicate and work collaboratively with students, parents, staff, faculty, department staff and community members.
• Must have excellent organizational, planning, interpersonal, and communication skills.
• Demonstrate ability to work independently 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.
• Availability to work some evenings and weekends.
• Curiosity and willingness to learn, explore, and process reflections for personal and professional growth.

Summary of Responsibilities:
• **Program management:** Provide oversight for programs and services offered through the Cultural Center, assigned to focus on Race and Ethnicity, Gender and Sexuality, and Religion and Spirituality. Specific program support areas will be determined by available vacancies, skills and interest. The GA will develop and coordinate additional cultural, leadership and advocacy programming targeted at diverse/historically underrepresented populations.
• **Community outreach:** (1) Serve as a Cultural Center representative at community events as necessary, (2) facilitate outreach efforts for first-year students of color to monitor their engagement and support their overall academic and engagement needs, (3) provide leadership and mobilization for community response to critical issues that arise within our community/world that impact the DU community, and (4) develop and implement marketing materials for outreach purposes.
• **Training and consultation:** (1) Host trainings/consultations on teaching/working with diverse learners/populations, and (2) conduct necessary research as it pertains to other training and consultation programs at the Cultural Center.
• **Assessment:** (1) Create learning outcomes, (2) collect program data through qualitative and quantitative methods, (3) analyze assessment results, and (4) synthesize retention information for diverse audiences.
• **Retention Initiatives:** Assist in the monitoring of Cultural Center student participant academic and social success at DU including monitoring grades and making necessary resource referrals to ensure success.
Additional Responsibilities:

- Assist with the management and supervision of the undergraduate staff.
- Serve on university committees as it relates to diversity and inclusion implementation, research and support.
- Partner directly with Access and Transitions Programs, Veteran Services, Admissions, Discoveries Orientation, Academic Advising, Career and Professional Development, and Student Outreach and Support Services.
- Attend monthly or quarterly trainings on Inclusive Excellence.
- Follow all University of Denver policies and procedures appropriately.
- Respect and maintain confidentiality and an ethos of healthy student care.
- Student must be enrolled and maintain good academic standing in their respective academic program.

Compensation, Start and End Dates

- Tuition: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- Stipend: $15,200.00/ten-month period
- Other: student health fee, health insurance, and the opportunity to apply for additional professional development funds (up to $250/year) from Campus Life & Inclusive Excellence
- Start Date: August 24, 2020; Winter Break: December 11, 2020 – January 4, 2021; End date: June 18, 2021