Graduate Assistant
Equity Science Technology Engineering Mathematics (E-STEM) Program

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 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.

POSITION DETAILS:
The E-STEM 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 the E-STEM Program 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:
1. E-STEM Program:
   - **Program Development**: Responsible for assisting the Director in developing and carrying out a variety of undergraduate STEM student success (retention, community building and professional development) initiatives and activities for students from historically underrepresented communities in partnership with Division of Natural Science and Mathematics and the Ritchie School of Engineering and Computer Science as well as other units and programs at the University. This will include developing an academic program targeting undergraduate students at the University of Denver to assist with increasing retention to graduation through programs, support and services. This position will also help guide students to STEM Graduate School Programs as well as STEM Internships and future careers. Programs include affinity professional organizations, Academic Excellence Workshop (AEW) Calculus courses, weekly seminars (classes), workshops (professional development, resume writing, time management, etc.), faculty and industry connections, discussion groups, advocacy and general support, etc.
   - **Administrative Support**: Provide support to the Director in logistical aspects of meetings and/or presentations including scheduling rooms, facilitators, printing materials, coordinating registration, etc.
   - **General Inclusive Excellence Work**: Contribute to other division and unit Inclusive Excellence initiatives as needed.
   - **Supervision** - Help supervise the E-STEM Peer Leaders.
   - **Advising** – Provide guidance for scholars’ college, community and academic experience.
2. **General Responsibilities:**
   - Attend appropriate E-STEM and CLIE staff and/or other meetings related to responsibilities.
   - Collaborate with other departments and offices on campus as needed and help develop new partnerships.
   - Demonstrate an ongoing commitment to the principles of inclusivity and diversity through programming, campus collaborations, and participation in DU Inclusive Excellence initiatives.

**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