Campus Life & Inclusive Excellence  
Office of Student Engagement     
Graduate Assistant

Office Information

The Office of Student Engagement is committed to enhancing the educational mission of the University by encouraging student involvement where experience is the foundation for learning, providing opportunity for life skills development, and fostering a sense of community where all members feel supported, valued and challenged.

Position Detail

The Graduate Assistant for the Office of Student Engagement will support Registered Student Organizations (RSOs), Undergraduate Student Government (USG), the DU Programming Board (DUPB), and the Office of Student Engagement in creating and executing meaningful programs, initiatives, and experiences for all students on campus.

The Graduate Assistant for the Office of Student Engagement will be responsible for administrative, advising, and program-planning duties that empower USG, DUPB, RSOs and non-positional student leaders to imagine what is possible on campus and help them realize these possibilities through one-on-one support, as well as program planning and implementation of both small- and large-scale programs throughout the year.

Required Qualifications

- Candidates must have an earned Bachelor’s degree and admission/enrollment in the University of Denver Higher Education program.
- A demonstrated commitment to diversity and social justice and equity.
- 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.

Preferred Qualifications

- Prior event planning experience
- Ability to think critically, creatively, and remain productive while transitioning between projects

Summary of Responsibility

Administration

- The GA will be responsible for initial intake of RSO Event registration submissions on CrimsonConnect (the Student Engagement Platform)
The GA will ensure that all required information and documentation is included in the event registration form and will either pass it along to the next step in the process, return it to the student org for revisions, or schedule a meeting with the student org to work through larger needs such as: risk mitigation, large-scale event planning procedures, etc.

- Support the OSE team with creation and implementation of any policies, procedures, assessment, and event planning.
- Budget management
  - Manage, with the guidance of your supervisor, Spirit/Pride initiative budget and individual budgets for large-scale Hallmark/Tradition programs

**Advising**
- The GA will be the primary advisor to at least one Undergraduate Student Government Committee (ie: Finance Committee, Student Orgs Committee) with an expectation of:
  - attending any regular committee meetings and additionally requested meetings with student organizations
  - regular communication with the primary USG Advisor on the proceedings of the Committee
  - regularly scheduled meetings with the Committee chair to assist in committee preparations, and individual development outside of Committee Meeting setting
- The GA will be the primary advisor to at least two DUPB Committees (ie: Classics, Traditions, Music, Special Events), with an expectation of:
  - Attending regularly scheduled Committee Meetings
  - Attending DUPB executive board meetings on rotating basis with other DUPB advisors
  - Regular communication with the primary DUPB Advisor on the proceedings of the committees
  - Regularly scheduled meetings with the Committee Co-Chairs to assist in planning outside of committee meetings and individual development.

**Programming**
- The GA will work closely with the Student Engagement team and/or DUPB on the development and execution of Hallmark & Traditions Programs.
  - These programs include but are not limited to: Homecoming, Global Reveal, Crimson & Gold Awards, First Snow, 184-mal, Hockey Ticket Campout, Winter Carnival, May Days.
- The GA will work closely with the Student Engagement Team on the development, cultivation, buy-in, and execution of DU traditions, and spirit & pride initiatives. This can include the development of new traditions, or the revival of old ones.
  - Examples include: Wednesdays on the Walkways, Duck Hunts
- The GA will provide support to OSE and FSL programming initiatives

**Training & Professional Development**
- The GA will assist with any leadership training and development provided by OSE to student leaders on campus
• The GA should actively seek opportunities to create collaborative relationships with other units outside of the immediate department.
• The GA will create a professional development plan at the start of the year and work with their supervisor to move through and continually adapt that plan throughout their time in the department.

**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