To Apply: Send your resume and cover letter directly to HED.GradJobs@du.edu with “MSU Denver CMEI” and your last name in the subject line.

Application Deadline: January 15, 2020

The Center for Multicultural Engagement and Inclusion utilizes institutional data, research, and best practices to help inform the campus community about the needs, concerns, and issues facing students of color at MSU Denver to promote greater equity for, and completion of, historically marginalized student groups. CMEI delivers programs and services designed to increase student engagement, support academic achievement and aims to create an inclusive and welcoming community for students, faculty, and staff.

Under the supervision of the Center for Multicultural Engagement and Inclusion (CMEI) staff, this position will work with the CMEI and campus partners to design and deliver programming, initiatives, services, and opportunities to support and create conditions that empower historically underrepresented student populations at MSU Denver (i.e. Black/African American, Asian American and Pacific Islander, Latinx/a/o, Native American and Indigenous Students).

Metropolitan State University of Denver is a unique, access-oriented campus community that values diversity, equity, and inclusion in all its forms. We are a designated Hispanic Serving Institution located in downtown Denver. Our student population consists of over 50% first generation students and over 45% students of color.

Within the Division of Student Affairs, we strive to create an equitable learning and working environment in concert with individuals who consistently demonstrate commitment to equity and inclusion. We value the diverse identities and perspectives of our students, faculty, and staff and recognize that in order to achieve a just and equitable society, diversity must go beyond simple representation. Rather, it requires critical inquiry and dialogue and a commitment to action. We strive to provide a foundation for all community members to achieve personal and professional success.

Positions Available:

- Identity-based Program Coordinators (up to 4 positions)

Responsibilities

- Assist CMEI staff to design, deliver, market, and evaluate identity-based programming that both broadens and deepens student engagement at the University
- Conduct outreach activities, respond to community needs, and deliver services to support and increase retention of students of color through advisement, mentorship, and case management of students in CMEI cohort programs
- Develop and advance collaborative partnerships with campus personnel and knowledge of campus resources while serving on committees and planning teams for campus events
- Actively participate in relevant professional development opportunities including trainings, conferences, and workshops focused on equity, inclusion, student engagement, and social justice issues in higher education
- Assist CMEI staff with maintaining and enhancing the CMEI Gathering Space, CMEI’s marketing materials, and professional development of undergraduate CMEI student staff
- Ability to gather and analyze data on spreadsheets, analytics from social media platforms: Facebook, Instagram, the CMEI website, and BANNER to compile student information and usage data to prepare reports
- Other duties as assigned
Qualifications

- Knowledge of college-level student affairs and student services principles and practices
- Ability to assist in the development and presentation of educational programs and/or workshops
- Ability to mentor, provide feedback, and support students from diverse backgrounds
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to make competent, informed determinations and judgments on a range of confidential and/or sensitive issues

Compensation

- Stipend of $7,250 for the 20-21 academic year (paid in bi-weekly increments via hourly wage)
- 12 credits of tuition waiver for 20-21 academic year
- Hourly wage continued over summer months, with expectation of full-time commitment
- Eligible for an additional $10,000 a year, if schedule allows, for additional work hours