**Graduate Internship Position Description**

**Metropolitan State University of Denver**

**Dialogues Program Graduate Assistant**

**Student Conflict Resolution Services | Dean of Students Office**

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**To Apply:** Send your resume and cover letter directly to [HED.GradJobs@du.edu](mailto:HED.GradJobs@du.edu) with “MSU Denver Dean of Students Office” and your last name in the subject line.

**Application Deadline:** January 15, 2020

As a part of Student Engagement and Wellness at Metropolitan State University of Denver, the Dean of Students Office is committed to student safety and well-being by fostering a university community of integrity and respect. Functions within the Dean of Students Office include: student conduct, student conflict resolution services, coordination of the CARE Team (behavioral intervention team), management of Title IX cases with student respondents, and the Student Care Center. Operating as a branch within the Dean of Students Office, Student Conflict Resolution Services offers support to students who are experiencing conflict within the school environment. Students often benefit from one-on-one conflict coaching, facilitated conversations, restorative justice processes, and conflict management workshops. In addition, Student Conflict Resolution Services coordinates the MSU Denver Dialogues program, where students, faculty, and staff come together to have meaningful, but challenging Dialogues about issues that our community faces.

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 55% 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:**

- **Dialogues Program Graduate Assistant (1 position)**

**Dialogues Program Graduate Assistant Duties & Responsibilities**

- Assist Coordinator with the facilitation of Dialogues and Dialogue – related training for students, faculty and staff
- Provide event and training support in the planning and implementation stages, which may include space reservation and material preparation
- Creation of Dialogue program materials, including for marketing, Dialogue events, and training purposes
- Establish an effective marketing strategy and outreach to program participants and campus community regarding events and training opportunities
- Develop relationships with and provide support/coaching for student, staff, and faculty facilitators who may be growing in their Dialogue facilitation skills
- Participate in campus community facing events to market the Dialogues program and Conflict Resolution Services, such as tabling at Fall Fest and Spring Fling
• Cultivate and maintain collaborative relationships with community partnerships and University offices to support the Dialogues program
• Research Dialogue best practices, models and methods, including Intergroup Dialogue
• Develop and conduct assessment to measure learning outcomes of Dialogues program and provide necessary recommendations to support the success of the Dialogues program
• Provide day-to-day support to Student Conflict Resolution Services by helping to triage students issues related to conflict resolution, supporting, conflict management workshops and contribute to the development of restorative processes

Qualifications
• Candidates must be accepted into a current graduate program, focusing in higher education administration, educational leadership, or similar program, for the 2020-2021 academic year
• Work a minimum of 10 hours/week during the academic year. Preference will be given to candidates who are able to work 20 hours/week.
• Experience working with diverse populations including (but not limited to) students of color, LGBTQ students, students with disabilities, first generation students, students from low income backgrounds and English language learners
• Comfort with communication skills and ability to create and sustain partnerships across campus
• Excellent organizational and multi-taking skills
• Exemplify a commitment to diversity, learning, and problem-solving

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