Office Information

The College of Natural Sciences and Mathematics believes in an educational model consisting of accessibility to research, innovative faculty and interactive learning experiences and preparing our students to be inquisitive, globally-minded citizens. We are committed to cultivating a big, inclusive community by breaking down the barriers that have led to historic underrepresentation of populations in STEM based on gender, race or cultural and socio-economic backgrounds.

Position details

The Graduate Assistant (GA) in the College of Natural Science and Mathematics holds a half-time (20 hours per week) appointment. The GA reports directly to the Associate Dean of the College and will assist in communicating with students, organizing student events, and providing direct support to the College’s effort to promote Inclusive Excellence.

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

- Strong written and verbal communication skills, including an ability to effectively communicate with a broad range of populations.
- A basic technical understanding of databases and information systems. Familiarity with Microsoft Office suite and/or Adobe Creative Cloud.

Summary of Responsibilities

- Plan, organize and implement regular events that promote student engagement and inclusive excellence. These events may include: Career/internship events, undergraduate student organization fairs, graduate student organization meetings, research fairs, and other community-building events.
- Assist the College’s Communication Manager in composing regular electronic newsletter for students. Newsletter includes information such as upcoming events, career opportunities, and news.
- In-depth knowledge in the area of inclusivity to be applied towards various projects involving the faculty, students and staff of NSM.
- Promote integration of underrepresented groups in STEM.
- Perform related work as assigned.

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 and health insurance
- Start Date: August 24, 2020; Winter Break: December 11, 2020 – January 4, 2021; End date: June 18, 2021