Graduate Internship Position Description  
Metropolitan State University of Denver  
Scholarship Support and Retention-Classroom To Career Initiative  

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

**Application Deadline:** January 15, 2020

Metropolitan State University of Denver has the mission to provide a high-quality accessible, enriching education that prepares students for successful careers, post-graduate education and lifelong learning in a multicultural, global and technological society. To fulfill its mission, MSU Denver's diverse university community engages the community at large in a scholarly inquiry, creative activity and the application of knowledge.

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.

Under the supervision of the Assistant Director of Scholarship and Retention Programs, MSU Denver’s Scholarship Support and Retention team provides scholarship support services that:
- Connect scholars to campus and community resources
- Fosters a sense community
- Develops leadership for equitable college success, retention, and graduation outcomes.

We do this by facilitating intentional and proactive coaching, while providing opportunities for leadership, and community development to scholarship recipients.

**Positions Available:**

Scholarship Support and Retention Student and Partners Specialist (1 position)

**Job Duties and Responsibilities**

**Overall Job Functions:** Scholarship Support and Leadership Programming, Community Partnerships and Programming, Data Management, Co-Supervision of Student Staff, Professional Development

**Specific Job Duties:**
- Co-Supervise Student Workers and Leaders
- Coordinate monthly scholarship partners newsletter with timely communication on events, student facing communication, MSU Denver resources and updated policy (Portability)
- Organize semesterly partners luncheon, individual partner check-ins, and partner event collaborations
- Manage semesterly data reports for community partners- With the guidance from the Assistant Director of Scholarship Support & Retention
- Work closely with Orientation, Transition, and Retention on high/school summer initiatives for Community Partners
- Provide leadership to Alternative Break Student Director on site leader application and selection process, site leader training and coaching, and work with site leaders on trip logistics.
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
- Experience or working knowledge of scholarship leadership programs in higher education
- Experience providing educational supports centered around college access, student retention, financial aid process (FAFSA)
- Demonstrated excellent communication skills and ability to create and sustain partnerships
- Experience tracking data and program assessment
- Ability to work collaboratively with individuals from diverse backgrounds
- Exceptional multi-tasking and organizational skills
- Make effective and responsible time management decisions with work and school commitments
- Exemplify a commitment to diversity and learning
- Work a minimum of 10 hours/week during the academic year.
- Ability to work occasional nights and weekends—advanced notice will be given if attendance will be requested

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