Graduate Internship Position Description
Metropolitan State University of Denver
Transfer Student Success Graduate Intern

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

Application Deadline: January 15, 2020

The Transfer Student Success office supports the onboarding and retention of transfer students who make up over half of the MSU Denver student population. We connect transfer students with the appropriate advisors, departments and MSU Denver resources. We provide individualized assistance to help students acclimate to university life by creating a sense of community and building a solid foundation for academic success.

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:

- Transfer Student Success Graduate Intern

Duties

- Oversee management of program correspondence including call campaigns, general program voicemail and email
- Work in collaboration with the Transfer professional staff, as well as internal and external stakeholders, to design, implement, and carry out logistics of transfer programming
- Assist with the recruitment, selection, evaluation, and training of the Transfer Peer Mentors
- Assist in the design and implementation of the Transfer Peer Mentor training program, including leadership and career development, diversity and inclusion, and administrative duties
- Support professional staff in the development and maintenance of community college partnerships
- Develop and conduct assessment to measure learning outcomes of transfer initiatives and provide necessary recommendations to support the effectiveness of programs and initiatives
- Serve on University-wide committees, as needed
- Utilize Banner, SSC Navigate and Visual Zen Orientation software programs
Responsibilities

Management of Program Correspondence
- Manage staffing, lists and tracking of ongoing call campaigns. Oversee the general program voicemail and email to ensure that student communication is pretty accurately responded to in a timely manner.

Transfer Programs
- Facilitate and support programming designed to onboard and retain new transfer students, such as transfer student orientation (on campus and online) and recurring events. Responsibilities may include but are not limited to scheduling of staff for programs and events, coordination and communication with campus partners, and data collection and assessment.

Mentoring
- Participate in peer leadership development through coaching and mentoring strategies with growing team leaders. The program Intern will develop relationships with all transfer staff and work to be an active member of the team.

Leadership
- Setting a professional example and maintaining confidentiality
- Maintain positive working environment
- Bridge communication between student staff and professional staff as needed
- Engage in meetings with the transfer leadership team (as scheduled)

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.
- Ability to relate well with students, faculty, and administrators
- Knowledge of unique needs and concerns of transfer students and an interest in serving this population
- Demonstrate excellent communication skills and ability to create and sustain partnerships across campus
- Ability to work collaboratively with individuals from diverse backgrounds
- Demonstrate 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

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