Office Information

Campus Life and Inclusive Excellence (CLIE) is the student affairs division of the University of Denver. CLIE includes Housing and Residential Education, Academic Resources, Student Community Engagement, Health and Counseling, and the Center for Multicultural Excellence.

We are committed to providing students with the support and skills needed to become empowered citizens that positively impact the communities they are a part of, now, and in the future. We do so by challenging student to:

- Reflect on their values and identities;
- Recognize their strengths and acknowledge areas for further growth;
- Understand the importance of needing support and seeking it;
- Cultivate their passions; and
- Foster the public good

Position Detail

The Campus Life & Inclusive Excellence Divisional Fellow holds a quarter-time (maximum 13 hours per week) appointment. The Fellow reports directly to a Program Coordinator, Assistant Director, or Director within the Division of Campus Life. This position will be assigned to a department/office within the Division at the discretion of the Vice Chancellor for Campus Life and Inclusive Excellence.

The position provides multiple opportunities for the development of the following: educational philosophies; leadership and administrative skills; traditional student advising and consulting; research, writing, and presentation opportunities; networking with Student Affairs regional and national professional organizations; and comprehensive professional experience.

- Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment
- No other employment may be held during the Fellow contract without prior permission from supervisor
- Breaks (winter & spring) will require Fellow’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor
- Follow all University of Denver policies and procedures appropriately
- Work an average of 13 hours/week
- Contract length is 10 months, usually mid-August to mid-June

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

- Preference will be given to first year students, but all students are welcome and encouraged to apply
- An ability and willingness to apply student development theory and concepts
Summary of Responsibilities

Administrative

• Strong written and verbal communication skills, involving reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public
• A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential

Programming and Advising

• Ability to implement various programs/activities
• Coordinate evaluations of programs, and maintain program budgets
• Facilitate various meetings with student leaders

Professional Conduct

• Ability to work with students at a wide range of developmental levels is essential. Sensitivity and tact are vital to this position
• Collaborate with supervisor on all student and staff concerns
• Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community
• Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice
• Attend staff meetings and assist in developing departmental goals and objectives
• Collaborate with other departments and offices on campus
• Demonstrate an on-going commitment to the principles of inclusive excellence through programming, campus collaborations, and/or involvement and participation in university/divisional inclusive excellence projects or initiatives
• Contribute to departmental environmental sustainability efforts

Professional Development

• Participate in professional staff training in late August before students arrive for fall quarter
• Participate in various retreats and professional development discussions that occur throughout the academic year
• Special projects or events

Compensation, Start and End Dates

• Tuition: up to 12 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
• Stipend: $7,250/ten-month period
• Other: student health fee, health insurance, and the opportunity to apply for additional professional development funds (up to $250/year) from Campus Life & Inclusive Excellence
• Start Date: August 24, 2020 (for standard Graduate Employee Training); Fellows will only be expected to work during academic terms unless otherwise specified by the employer