Morgridge College of Education
Marketing Office Graduate Assistant

To Apply: Send your resume and cover letter directly to HED.GradJobs@du.edu with “Marketing Office Graduate Assistant” in the subject line.

Application Deadline: January 20, 2020

Office Information

The Morgridge Marketing Office is committed to enhancing the educational mission of the University by influencing enrollment by providing the highest quality of service.

Position Detail

This half-time Graduate Assistant position beginning Fall 2020 will support the needs of the Morgridge Marketing Office. This position will work closely with the Marketing staff and Director in order to support the goals of the University and College, in alignment with their strategic plans. The Graduate Assistant will work closely with Morgridge staff and faculty. The Graduate Assistant will also be expected to support the Marketing Office professional staff on special projects, as well as the administrative needs of the office such as greeting prospective/current students and answering the phone and email as needed. This position may require working evenings/weekends.

Required Qualifications

- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education program
- A demonstrated commitment to inclusive excellence
- 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
- Preference will be given to incoming students beginning Fall 2020
Summary of Responsibilities

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

Professional Conduct
- Ability to work with prospective students in an effective and supportive manner
- Collaborate with MOA staff members on various projects and/or administrative tasks
- Respect and maintain student and staff confidentiality
- Attend staff meetings and assist in developing enrollment strategies, tactics and outreach opportunities
- Demonstrate an on-going commitment to the principles of inclusive excellence
- Contribute to office culture in a fun and positive manner

Compensation
- 12 credits of tuition waivers per year in the Morgridge College of Education at the University of Denver
- $7,250 stipend distributed over a ten-month period (mid-September – mid-June)