To apply: Send your resume and cover letter directly to HED.GradJobs@du.edu with “Graduate Assistant Training and Professional Development-MSU” in the subject line.

Application Deadline: January 20, 2020

Job Summary
The Peer Mentoring Program at MSU Denver is looking for a Training and Professional Development Graduate Assistant to aid in providing opportunities for Peer Mentor development and trainings. This position will support the planning and implementation of week-long trainings each semester and bi-weekly trainings with guests from across campus. They will provide effective communication through workshops and other developmental opportunities to support the growth of the Peer Mentor student-staff.

The mission of MSU Denver Peer Mentoring is to help all MSU Denver students become successful college students by providing them with tools for college success, and opportunities to develop leadership and workplace skills. MSU Denver’s primary objective is to provide excellence in teaching and learning, which means developing strategies to support students academically, socially, and financially. Peer Mentoring is one of several strategies to connect students to resources, support, feedback, and involvement across the university.

Additionally, by providing targeted year-specific support for students at MSU Denver (first-year, second-year, and continuing students), the Peer Mentoring Program provides MSU Denver students opportunities to connect with resources and faculty, and by assisting them in developing strong academic skills, and attaining a sense of community and belonging.

The successful candidate must have a demonstrated commitment to working with diverse student populations and their needs. The candidate will also have a commitment to aligning themselves with the mission and goals of the MSU Denver Peer Mentoring program. This position will report to the Assistant Director of Peer Mentoring at MSU Denver.

Responsibilities and Duties
- Plan, market, and co-facilitate the Peer Mentoring professional development series for Peer Mentors
- Provide customer service and problem solving for campus partners and Peer Mentors
- Work with Peer Mentoring Specialists to streamline program policies and procedure in the interest of increasing program effectiveness
- Development of training manuals, materials, and resources
- Assist in office and general duties, including: participation in staff meetings and retreats, assessment of the training programs and workshops, and attend relevant committee meetings
- Complete administrative paperwork and reports necessary to document the effectiveness of our training program
- Maintain the confidentiality of student information via FERPA guidelines as required by the university, state, and federal regulations
• While staying within the required budget order supplies for the office and space and food for training events
• Plan and prepare summer Lead training series for professional development Regularly provide community building opportunities and overall support for the Peer Mentoring staff
• Oversee all trainings including:
  o Bi-weekly Lead Peer Mentor meetings
  o Bi-weekly all staff meetings: taking into consideration the needs of Peer Mentors, Lead Peer Mentors, and professional staff
  o Fall and spring trainings before each semester starts to onboard new staff members and to continue
• Other duties as assigned

Qualifications
• Knowledge of college-level student affairs and student services principles and practices
• Ability to assist in the development and presentation of educational programs and/or workshops
• Ability to mentor, provide feedback, and support students from diverse backgrounds
• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
• Ability to make competent, informed determinations and judgments on a range of confidential and/or sensitive issues
• Must be able commit to this position from July 1, 2020 to June 30, 2021
• Must be able to work a minimum of 15 hours per week, and a maximum of 30 hours per week

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 maximum of $10,000 a year, if schedule allows, for additional work hours