Division Information
Student Affairs & Inclusive Excellence (SAIE) is the central student affairs division of the University of Denver.

SAIE supports students in their holistic development through advocacy, collaboration, and education; and we strive to be full partners in students’ learning experience. SAIE values student centricity; diversity, equity, and inclusion; collaboration; adaptability; and accountability. The Division’s strategic priorities are:

- Enrich the holistic student experience
- Elevate & Embed diversity, equity & inclusion
- Engage purposeful partnerships
- Enhance staff development, learning & well-being
- Enact sustainable practices & operations

SAIE includes Housing and Residential Education, the Health and Counseling Center, Student Engagement and the 4D Experience, the Dean of Students Office, and Budget, Operations, and Divisional Resources. Additional details at https://studentaffairs.du.edu

Unit Information
Budget, Operations, and Divisional Resources (BODR) Assessment & Planning promotes and coordinates:

- Assessment of student learning in the academic/Student Affairs co-curriculum and student development
- Department program evaluation
- Satisfaction and benchmarking surveys
- Institutional/cultural climate surveys

Assessment & Planning collaborates with the divisional strategy & communication team to coordinate annual reporting processes and assess/monitor progress toward goals and priorities associated with SAIE’s strategic plan.

Position Detail:
The Assessment & Planning Graduate Assistant (GA) reports to the Director of Assessment & Planning in and works 20 hours per week. This position will support the Director’s development and execution of divisional and departmental assessment plans.

Summary of Responsibilities
Responsibilities include assisting with assessment design and execution, development and delivery of assessment training for the division, and quantitative and qualitative analyses. The GA will support measurement of and reporting on SAIE’s progress on the divisional strategic plan, as well as reporting on data to enhance the student experience. Examples of tasks include:

- Reviewing and updating assessment plans, and populating reports
- Analyzing data to identify trends, patterns, and insights
• Preparing reports summarizing analysis findings for stakeholders, prioritizing key programs such as First@DU and the 4D Experience
• Creating visualizations, charts, and graphs to communicate results effectively

Required Qualifications
• Candidates must have an earned Bachelor’s degree and admission/enrollment to a University of Denver graduate program.
• Demonstrated commitment to diversity and social justice and equity
• Qualitative and quantitative analysis experience
• Excellent organizational, planning, interpersonal, and communications skills
• Ability to work independently, remotely and as a team member
• Attention to detail
• Proficient in Microsoft Office Products, particularly Excel

Preferred Qualifications
• Experience in data analysis tools, languages such as: R, Python, SPSS, or Tableau
• A genuine interest and satisfaction in working with students, faculty and staff
• An ability and willingness to apply student development theory and concepts

Compensation and Work Dates*
• Tuition: up to 24 credit hours per year in a DU graduate program, pending available funding
• Stipend: at least $18,927/school year, paid monthly
• Other: DU Health & Counseling Fee and Student Health Insurance (visit https://studentaffairs.du.edu/health-counseling-center/insurance-plans-fees)
• Work dates: likely late August through early June, with academic breaks off and specific schedule to be determined

*Details for some positions, like Graduate Resident Directors with Housing & Residential Education, will vary slightly.

TO APPLY
Please submit a current resumé and cover letter to Thomas.walker@du.edu (SAIE Sr Project Manager).
• Your cover letter should clearly indicate which specific GSA position you are applying for, and summarize how your knowledge, skills and experiences match the job duties and requirements.
• If applying for multiple positions, we highly recommend submitting a separate application for each. (Duties and requirements vary; so a single letter covering all would be very challenging to do well.)
• We expecting to hold Zoom interviews in the week following Morgridge’s mid-February 2024 Interview Days.
• We will continue to accept applications until positions are filled, and/or may update or withdraw postings entirely.