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

Department Information
FIRST@DU supports all first-generation and low-income students at the University of Denver (DU). FIRST@DU intends to assist first-generation and low-income students by providing resources, support, and funding to help enrich their experience at DU through pre-orientation, academic workshops, cohort experiences, seminars, events, and mentoring.

Position Detail
The GSA will work 20 hours per week focused on supporting the theoretical and practical implementation of leadership development opportunities with programs connected to FIRST@DU. The focus will be in one of the three areas:

**GSA First-Generation Experience**
The GSA for First-Generation Experience will support the Senior Director of FIRST@DU and the Director of First-Generation Experience in providing resources and support for first-generation and low-income undergraduate and graduate students. These two GSA’s will help build the FIRST@DU program by:

- Supporting event planning of the yearly calendar and signature FIRST@DU programs, including planning first-generation week,
- Developing student support initiatives for first-generation and low-income undergraduate and graduate students,
- Supporting the development of the components of the FIRST@DU program.

**GSA First-Generation Parent and Family Engagement**
The GSA for First-Generation Parent and Family Engagement will support the Senior Director of
FIRST@DU and the Director of First-Generation Experience in providing resources and support for parents and families of first-generation students. This may include:

- Collaborating with DU New Student and Family Programs (NSFP) to identify opportunities to engage with first-generation families during campus-wide events.
- Create a first-generation family communication plan.
- Design events and activities tailored for first-generation families.

**GSA First Generation College Access**

The GSA for First Generation College Access will support the Director of First-Generation College Access in developing programs and resources to support prospective first-generation and low-income students, and current DU DACA/Undocumented students. FIRST@DU First Generation College Access collaborates with the DU Admissions team in building strong relationships with prospective first-generation students, their families and partner community programs who work with first-generation students. This GSA supervises undergraduate students working with the Volunteers in Partnership (VIP) program.

Additionally, FIRST@DU GSA's will be expected to:

- Assist in the monitoring of first-generation students’ academic and social success at DU including making necessary resource referrals to other offices to ensure success
- Assist with additional programming targeted at first-generation students, as needed
- Provide support for the FIRST@DU professional staff with programs and services
- Assist with the management and supervision of undergraduate student staff leaders
- Meet regularly with supervisors
- Provide research and assessment, as needed
- Other responsibilities and duties as assigned

**Required Qualifications**

- Candidates must have an earned Bachelor’s degree AND admission/enrollment in the University of Denver Higher Education program for 2024-25.
- A successful candidate will demonstrate:
  - An ability/experience working with individuals from diverse and historically under-represented/minoritized populations.
  - A commitment to diversity, social justice and equity.
  - Excellent organizational, planning, interpersonal and communications skills.
  - An ability to work independently and as a team member.
  - A genuine interest and satisfaction in working with diverse students, faculty and staff.
  - Responsibility in managing multiple tasks, program planning experience, and excellent communication with underrepresented and diverse populations.
  - Excellent written and oral communication skills, possess the ability to work cooperatively with staff and outside partners.
  - The ability to meet deadlines, demonstrate sound judgment and have experience working with college students in a leadership role.

**Preferred Qualifications**

- Leadership experience working with first-generation students at the high-school, undergraduate or employment level.
• Leadership experience in identity-based affinity groups at the high-school, undergraduate or employment level.
• Experience in program/event planning and implementation.

Compensation and Work Dates*
• Tuition: up to 24 credit hours per year in the DU Morgridge College of Education, 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.