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

Office of the Vice Chancellor
The Office of the Vice Chancellor - Student Affairs is a dynamic department committed to fostering a vibrant and inclusive campus community. Among other impacts, the office is crucial in enhancing student and staff experiences through strategic communication and marketing.

Position Detail
The CLC GSA will work 20 hours per week under the supervision of the Executive Director of Strategy and Communication. As the CLC GSA, you will be key in shaping and delivering effective and innovative communication strategies for the SAIE Division. Your primary focus will be on enhancing the success of internal marketing and communication efforts to engage staff, and sometimes students, in our diverse range of events and programming. This position is instrumental in ensuring our message reaches individuals through various mediums, including digital platforms, graphics, videography, photography, and social media.

Summary of Responsibilities
In addition to following the University of Denver’s policies and procedures, principal responsibilities include, but are not limited to:

- **Strategic Communication**: Design and implement strategic communication plans to effectively convey the mission, strategic priorities, and objectives of SAIE.
- **Multimedia Content Creation**: Collaborate with others to create and produce engaging content across different mediums, including digital platforms, graphics, videography, and photography.
- **Marketing Campaigns**: If and as needed, co-plan and execute marketing campaigns to promote events and initiatives, ensuring maximum participation and engagement.
- **Calendar Management**: Curate and maintain accurate calendar entries for upcoming events, programs, and activities organized by the Office of Student Engagement.
- **eNewsletter**: Develop a compelling and informative internal newsletter to keep the SAIE community informed about upcoming events, achievements, and opportunities.
• **Social Media Management**: If/as needed, help maintain and support the use of social media accounts, ensuring consistent and impactful messaging that resonates with the student audience.

• **Content Design and Creation**: Create visually appealing and effective content for various communication channels, aligning with MarComm branding and messaging guidelines of the university and department.

• Other 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.
- Communications and marketing skills generally acquired through completion of a bachelor’s degree in communications, graphic design, marketing, or related field of study
- Demonstrated *experience* with Adobe Creative Suite applications, Microsoft, and Campus Groups
- Extensive functional knowledge of social media platforms
- Demonstrated commitment to diversity, equity, and inclusion with the ability to utilize cultural competency principles in order to reach and engage diverse audiences effectively

**Preferred Qualifications**

- *Proficiency* with Microsoft suite, Canva, Adobe, and Campus Groups
- 1-3 years of experience in graphic design, communication, or marketing (preferably in a higher education environment)
- Video recording, editing, and production skills.
- Demonstrated experience with web content management systems and/or HTML, a plus
- Experience creating messages to a wide range of individuals utilizing cultural competency principles.

**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](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 are expecting to hold Zoom interviews in the weeks 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.