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
The Office of Student Engagement (OSE) believes in unleashing students’ potential to lead and impact the world. Our mission is to provide all DU students a co-curricular experience which empowers them to explore, connect, and grow. We value leadership, inclusion, community, vision and sustainability. The OSE believes membership in Fraternity & Sorority Life on campus provides undergraduates and alumni with tremendous, values-based opportunities for lifelong friendship, leadership development, scholarship enhancement and social interaction. Our fraternity and sorority students are scholars, athletes, and campus leaders; they are positively contributing to and benefiting from the DU collegiate experience. Fraternity & Sorority Life (FSL) strives to cultivate chapters who live their values: to promote individual member growth and development, to engage alumni and external partners, and to prepare members to become responsible global citizens.

Position Detail:
The Graduate Service Assistant (GSA) for Fraternity & Sorority Life (FSL) holds a 20 hours/week appointment with Fraternity & Sorority Life, under the supervision of the Associate Director for Fraternity & Sorority Life. The GSA for FSL will be a collaborative colleague with other team members in OSE, as well as a campus partner across SAIE. The GSA for FSL must be enrolled and maintain good academic standing in the Masters of Higher Education program throughout their course of employment. No other employment may be held during the duration of the GSA for FSL contract without prior permission from supervisor. Part of breaks (winter, spring, & summer) will require GSA for FSL presence on campus and/or involvement with committee tasks and other responsibilities. GSAs for FSL may be required to be present on-campus or serve on-call during a national holiday. GSAs for FSL may also have increased workloads during peak periods of time. The contract length will vary between 10-11 months based on the University calendar.

Summary of Responsibilities
Administration
• Hold regular office hours for students, faculty, and staff to reach you
• Attend weekly one-on-one meetings with the Associate Director of FSL
• Attend regular team meetings with FSL and departmental meetings with OSE
• Attend community-wide meetings as a representative of FSL
• Maintain and update appropriate rosters for chapters, councils, advisors, and stakeholders
• Maintain appropriate budgets as required by responsibilities
• Manage and execute any responsibilities related to policies, processes, and forms that impact the fraternity/sorority community
• Assist with the chapter membership rosters (grade checks, updating banner, etc.)

**Advising**

• Advise at least one governing council within the fraternity/sorority community
• Advise the executive board leadership of at least one governing council
• Support the chapter presidents in at least one of the governing councils
• Facilitate meetings with various chapter and council leaders monthly at a minimum
• Support stakeholders (chapter advisors, advisory boards, consultants, regional officers, headquarters staff, specialty stakeholders, etc.) for at least one governing council
• Submit biweekly council updates to the FSL team

**Programming**

• Manage the recruitment/membership intake processes of at least one governing council
• Develop, execute, and assess at least one leadership development experience for the fraternity/sorority community per quarter (seasoned leader retreat, chapter officer training, etc.)
• Develop, execute, and assess at least one signature program for the fraternity/sorority community (accreditation program, FSL retreat, etc.)
• Develop community-wide programming related to key content areas impacting the fraternity/sorority community per quarter (inclusive excellence, philanthropy, community service, career preparation, advisor support, academic achievement, public relations)
• Contribute as needed to the development/implementation of OSE hallmark programs/events

**Training & Professional Development**

• Participate in professional staff training throughout the academic year as required
• Participate in various retreats and professional development opportunities hosted by the department, division, or campus throughout the academic year
• Participate in divisional meetings as required to assist in developing divisional goals, objectives, and priorities

**Departmental Support**

• Participate in departmental training /development initiatives
• Participate in departmental assessment/evaluation efforts
• Participate in a departmental working group, to be determined based upon annual needs
• Contribute as needed to advance the overall mission and vision of OSE and SAIE
• Collaborate with other areas of OSE, departments in the division, and units across campus
• Perform other related duties and participate in special projects and campus committees 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 demonstrated commitment to diversity and social justice and equity.
- 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

**Preferred Qualifications**

- Preference will be given to first year students, but all students are encouraged to apply
- Interest and/or experience in the field of student affairs, specifically fraternity/sorority life
- Ability and willingness to apply student development theory and concepts with students
- Excellent organizational, planning, interpersonal, and communication skills
- Ability to communicate with a broad range of students, advisors, stakeholders, parents, etc.
- Basic understanding of computerized databases and information systems
- Ability to work independently and as a team member collaboratively
- Genuine interest and satisfaction in working with students, faculty, and staff
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community

**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 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.