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 mission of the DU Health & Counseling Center (HCC) is to provide exceptional, inclusive, integrated health care. We promote student success and wellness through education, advocacy, and outreach to the DU community. The HCC is an on-campus facility that provides a wide range of on-site medical and mental health services. Physicians, nurses, psychologists, health educators, and other professional staff the HCC. All students enrolled for academic credit (full-time or part-time, undergraduate or graduate) may use HCC services.

The mission of Health Promotion is to cultivate a thriving DU community through education, engagement, and sociocultural change. Health Promotion provides education and programming to the campus community on topics of well-being, mental health, healthy masculinities, alcohol and other drugs, sexual health, and interpersonal violence prevention. The Health Promotion team includes professionals, graduate assistants, and undergraduate peer educators. Learn more at https://studentaffairs.du.edu/health-counseling-center/promoting-health-wellbeing

Position Detail:
The Graduate Service Assistant (GSA) – Peer Education Coordinator will work 20 hours per week under the supervision of the Coordinator of Health Promotion for Alcohol and Other Drug (AOD) and Peer Education Specialist within the HCC’s Department of Health Promotion.

In collaboration with their supervisor, the GSA supervises and coordinates the Thrive Peer Education program and is responsible for recruiting, training, and supervising undergraduate peer educators. The GSA is also responsible for assisting with various health promotion activities, including outreach and campus-wide events.

This position requires strong leadership, program development skills, and communication skills as well as the ability to work both independently and as a member of a team. The GSA will collaborate with
other members of the Health Promotion team and may also collaborate with members of other HCC and campus departments.

**Summary of Responsibilities**

**Programming and Advising**
- Work with supervisor to oversee all aspects of the Thrive Peer Education program
- Lead Thrive Peer Educator team meetings in collaboration with supervisor
- Recruit, train, and supervise undergraduate Thrive Peer Educators
- Advise and coordinate peer educators’ activities and communications
- Coordinate logistics of Intervene: DU, the required bystander intervention training for all incoming students in collaboration with the Coordinator of AOD and Peer Education Specialist
- Infuse principles and practices of Inclusive Excellence, diversity, and equity throughout all aspects of the Thrive Peer Education program
- Support the development, implementation, and evaluation of campus health promotion programs
- Some evening and weekend hours will be required

**Departmental Duties**
- Attend weekly Health Promotion team meetings with potential to occasionally co-lead meeting discussions
- Occasionally attend optional HCC all-staff meetings
- Attend SAIE events and meetings as assigned
- Collaborate with other HCC and campus departments
- Demonstrate an on-going commitment to Inclusive Excellence, diversity, and equity
- 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 demonstrated commitment to diversity, 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**
- Experience planning, implementing, and/or evaluating health promotion activities
- Experience, interest, or strong knowledge related to health and wellbeing
- Strong knowledge of student development theories and concepts
- Supervisory experience

**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.