



JOB POSTING FOR 2024-25
Graduate Service Assistant
The Cultural Center, Student Leadership & Development
Number of positions available: 1

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 & Unit Information

The mission of The Cultural Center (TCC) is to create an environment where students of color, and LGBTQ+ students can critically engage their historical legacies and enhance their educational, intellectual, and personal/professional interest in race, ethnicity, gender, sexuality, socioeconomic, and cultural sensibilities. TCC provides a haven for respite and dialogue for students as they navigate their journey at the University of Denver. More information about TCC can be found at <https://studentaffairs.du.edu/cultural-center>

TCC works closely with First@DU, the first-generation office; and together, the offices comprise the Student Inclusion and Belonging (SIB) area. Additionally, TCC is one of several student support service departments grouped under the Dean of Students Office (DoS), designed to help students successfully navigate their DU experience.

Position Detail:

The Student Leadership Development (SLD) Graduate Service Assistant (GSA) position with TCC will focus on multifaceted support for the **Excelling Leaders Institute (ELI) program**: <https://studentaffairs.du.edu/cultural-center/excelling-leaders-institute> In this role, the SLD GSA will be a team leader and support person for the ELI student staff and ELI cohort members. The SLD GSA will engage in pre-orientation, programming, training, peer mentor support, staff meetings, research, assessment, as well as logistical oversight and organization for the ELI program. The GSA will work 20 hours per week under the supervision of the Director and Assistant Director of The Cultural Center for BIPOC Student Success. Hours will include evenings and some weekends.

Summary of Responsibilities

- ELI Program oversight: assist TCC in designing, updating, and executing a critical leadership curriculum and programming assistance for the implementation of the Excelling Leaders Institute (ELI) program.

- Additionally, TCC GSAs will be expected to:
 - Assist with developing and leading ELI programming.
 - Assist in developing and executing ELI pre-orientation.
 - Provide ELI Peer Mentor Support: conduct peer mentor staff meetings, hold individual peer mentor check ins, monitor the success and impact of mentor-mentee relationships, advance mentors resource awareness, provide general ELI peer mentor support.
 - Assist in the monitoring of ELI students' academic and social success at DU - including making necessary resource referrals to other offices to ensure holistic support.
 - Social Media Management: Monitor ELI social media accounts and, when needed, create social media posts that advance the mission of TCC and ELI.
 - Assist with the management and supervision of undergraduate ELI student staff.
 - Meet regularly with supervisor(s) and attend TCC or ELI staff meetings.
 - Provide support for TCC professional staff and collaborate with TCC GSA or other TCC programs, as needed.
 - Be a role model for ELI and other student staff by demonstrating good work ethic, sound judgement, and authentic professionalism accordingly.
 - Provide research and assessment for the ELI program, as needed.
 - Support TCC programming targeted at diverse/historically underrepresented populations, as needed.
 - Other responsibilities and duties as assigned.

Required Qualifications

- Candidates must have an earned Bachelor's degree AND full-time admission/enrollment in a University of Denver Morgridge College of Education degree program for 2024-25.
- A successful candidate will demonstrate:
 - Experience and/or commitment to working with individuals from diverse and historically under-represented/minoritized populations.
 - Excellent organizational, planning, interpersonal and communications skills.
 - Program planning experience with an emphasis on centering underrepresented and diverse student populations.
 - An ability to work independently and as a team member.
 - Responsibility in managing multiple tasks during high-demand periods in the academic year.
 - The ability to meet deadlines and use sound judgment in working with students.
 - A commitment to diversity, social justice and equity.

Preferred Qualifications

- Leadership experience in identity-based affinity groups at the high-school, undergraduate or employment level.
- Experience in college-level program/event planning and execution.
- Experience with small group facilitation and best practices.
- Working knowledge of identity development models or leadership identity development models.

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 (\$20,794 for doctoral students), paid monthly

- If eligible, the DU Health & Counseling Fee and Student **Health Insurance scholarship**: visit <https://du.digication.com/graduate-assistantship-health-insurance-scholarship-ghis/home>
- **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 the *specific* SAIE GSA position you are applying for, and summarize how your knowledge, skills and experiences match the job duties and requirements.
- We expect to hold Zoom interviews beginning July 2024.
- We will continue to accept applications until positions are filled, and/or may update or withdraw postings entirely.
- We will acknowledge receipt of your application, and follow-up when we have a process update—up to and including notice that you were not selected. There is no need to contact us for updates.

PLEASE NOTE:

- SAIE only manages applications for its own GSA positions, most of which are restricted to Morgridge College of Education students.
 - Graduate students, contact your academic program for what Graduate Assistantships or other financial support may be available to you.
 - Undergraduate students, check with DU Financial Aid: www.du.edu/finaid
- Additional on-campus student positions are posted at <https://career.du.edu/channels/student-employees>