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Description automatically generated**JOB POSTING FOR 2025-2026**

**Graduate Service Assistant**

*Student Engagement: Activities & Organization Support*

Number of positions available: 2

**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.

**Position Detail:**The Graduate Service Assistant(s) for the Office of Student Engagement – Student Activities & Organization Support will support Registered Student Organizations (RSOs), Undergraduate Student Government (USG), Graduate Student Government (GSG), the DU Programming Board (DUPB), and the Office of Student Engagement in creating and executing meaningful programs, initiatives, and experiences for all students on campus.

The Graduate Service Assistant(s) will be responsible for administrative, advising, and program-planning duties that empower USG, GSG, DUPB, RSOs and non-positional student leaders to imagine what is possible on campus and help them realize these possibilities through one-on-one support, as well as program planning and implementation of both small- and large-scale programs and initiatives throughout the year.

**Summary of Responsibilities**

*Administration*

* The GSA will be responsible for initial intake of RSO Event registration submissions on CrimsonConnect (the Student Engagement Platform)
  + The GSA(s) will ensure that all required information and documentation is included in the event registration form and will either pass it along to the next step in the process, return it to the student org for revisions, or schedule a meeting with the student org to work through larger needs such as: risk mitigation, large-scale event planning procedures, etc.
* Support the OSE team with creation and implementation of any policies, procedures, assessment, and event planning.
* Budget management
  + Manage, with the guidance of your supervisor

*Advising*

* The GSA(s) will be the primary advisor to the Graduate Student Government Executive Directors (i.e.: Director of Communications, Director of Inclusive Excellence & Director of Student Life) with an expectation of:
  + Regularly scheduled 1:1 meetings with each director
  + Attending GSG executive board meetings, and occasional GSG committee and GSG senate meetings
  + Regularly scheduled meetings & communication with the primary advisor to GSG Executive Board on the proceedings of the director roles

**OR**

* The GSA(s) will be the primary advisor to at least two DUPB Committees or two Executive Operations roles (i.e.: Classics, Traditions, Mainstage, Explorations or Marketing, Chair of Operations and Community Outreach), with an expectation of:
  + Attending regularly scheduled Committee/Operations Meetings
  + Attending DUPB executive board meetings on a rotating basis with other DUPB advisors
  + Regular communication with the primary DUPB Advisor on the proceedings of the committees/operations
  + Regularly scheduled meetings with the DUPB Students to assist in planning outside of committee meetings and individual development.

**OR**

* The GSA(s) will be the primary advisor to the USG Student Organizations Committee, with an expectation of:
  + Attending regularly scheduled Committee Meetings
  + Supporting the USG Orgs Committee with developing regular RSO Officer workshops (ex: Org 201, Officer Lunches)
  + Regularly scheduled meetings & communication with Committee Chair, RSO Officers, and RSO Advisors
  + Regularly scheduled meetings with the USG primary Advisor on the proceedings of the Orgs Committee

*Programming*

* The GSA(s) will work closely with the Student Engagement team and/or DUPB and/or GSG on the development and execution of Hallmark & Traditions Programs.
  + These programs include but are not limited to: Homecoming, First Snow, Hockey Night Lights, Winter Carnival, Graduate Student Appreciation Week, May Days, Senior Week, etc.
* The GSA(s) will work closely with the Student Engagement Team on the development, cultivation, buy-in, and execution of other DU program initiatives. This can include the development of new traditions, or the revival of old ones, and includes taking the lead on at least one event per year.
  + Examples include Grad Café, Discover Denver, and passive engagement programming

*Training & Professional Development*

* The GSA(s) will assist with any leadership training and development provided by OSE to student leaders on campus
* The GSA(s) should actively seek opportunities to create collaborative relationships with other units outside of the immediate department.
* The GSA(s) will create a professional development plan at the start of the year and work with their supervisor to move through and continually adapt that plan throughout their time in the department.

*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 2025-26.
* 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 $19,495/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
* Positions are hired for one (1) academic year. Continuing students need to reapply.

*\*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: [Tanner.Anderson@du.edu](mailto:Tanner.Anderson@du.edu) (Asst. Director of Student Engagement).

* 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 particularly challenging to do well.)
* We are expecting to hold Zoom interviews in the weeks following Morgridge’s mid-February 2025 Interview Days. Interviews could continue through March.
* We will continue to accept applications until positions are filled, and/or may update or withdraw postings entirely.