

# Center for Community Engagement Student Programs Graduate Assistant Position Description

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**The Center for Community Engagement to advance Scholarship and Learning (CCESL)** leads the campus in embracing the University of Denver's commitment to “being a great private university dedicated to the public good.” CCESL’s mission is to foster collaboration among faculty, staff, students, and community partners to advance knowledge and social change for the public good, and our vision is that everyone experiences liberation and flourishing through their community-university collaborations. CCESL is in the division of University Academic Programs as part of Academic Affairs and reports to the Associate Vice Provost for Public Good Strategy & Research. To learn more about CCESL and our initiatives, please visit <https://academicaffairs.du.edu/ccesl/>.

CCESL understands *community engagement* to be an approach to academic work emphasizing collaborative, mutually beneficial community partnerships for community impact.

**CCESL’s Student Program Graduate Assistant (SPGA)**, alongside other student positions, support CCESL Staff across the Center’s programs, helping to ensure that all aspects of our programs are aligned with the mission, vision, and values of CCESL. Students interested in social justice programming, community-engaged work/community organizing, academic connections and/or education and student development will be particularly well suited for this role.

## **Who is Eligible:**

Applicants must be enrolled for the entire 2026-2027 academic year (Fall, Winter, and Spring quarters) in a Morgridge College of Education academic program and be in good academic standing.

## **Terms of the Position:**

**Pay Rate:** A monthly stipend and tuition up to 24 credit hours per year/8 credit per quarter in the DU Morgridge College of Education.

## **Time Commitment & Work Schedule:**

- This is a 20 hours/week position
- SPGA is expected to create a weekly schedule each quarter with most hours occurring in-office and during normal business hours. SPGA will plan their schedule with their supervisors.
- Occasional work during weekends and evenings may be required.

## Responsibilities:

The SPGA supports [CCESL's student programs](#), which include, but are not limited to, CCESL's classes and the Changemakers Internship program, the Community-engaged Fellows program, the CCESL Student Scholars program, and the Graduate Community of Practice. In these programs, students receive support as they engage in collaborative work and community-engaged scholarships with communities on a variety of social justice issues.

## General Expectations:

- Attend weekly 90-minute staff meetings and weekly 1to1 meetings with their supervisors.
- Support community-engaged work at DU by serving as an ambassador of community engagement, including attending and supporting CCESL events, tabling to raise awareness of CCESL, supporting recruitment for CCESL programs, and giving presentations to departments/units, student organizations, and classes.
- Provide general support with CCESL's day-to-day operations, as needed.

## Program Planning

- Provide program feedback and thought contribution to CCESL staff regarding program goals, content, structure, and activities.

## Class and Programming Support and Facilitation

- *Attendance*
  - CCESL's 3 course sequence: Tuesdays, 2:00pm-3:50pm
  - Changemaker Internship and CCESL Student Scholar meetings: Mondays, 4:00pm-5:00pm
  - Fellows meetings: time TBD
  - Other CCESL workshops, gatherings, and events, as assigned
- *Support*
  - Physical set up and tear down of rooms for class, meetings, and events
  - Creation of materials, slides, and handouts for meetings/events
  - Take attendance and notes for important questions or action-items
  - Other logistical support, as applicable
- *Contribution and Facilitation*
  - Plan, support, and lead relevant portions or entirety of select classes and meetings
  - Give feedback about classes, meetings, and workshops
- *Assignment Support*
  - Review and synthesize student classwork
  - Grading of assignments, as applicable

## Student Support and Mentorship

- Meet with select CCESL students for 1to1s
- Build relationships with and support CCESL students inside and outside of meetings (e.g., in-office)

## Administrative Support

- General communication to students of upcoming meetings, events, and action items
- Manage student information and databases
- Support with Canvas

- Other duties as assigned

### **Desired Qualifications:**

- Candidate must have admission/enrollment in a Morgridge college of Education academic program for 2026-27
- Maintain full-time graduate student status at the University of Denver
- Excellent oral and written communication skills
- Strong attention to detail and ability to set and meet deadlines
- Good organizational skills
- Community / civic engagement or community organizing experience
- Commitment to social justice and anti-oppression

### **How to Apply:**

To apply, please submit a cover letter and resume through PCO here: <https://du.12twenty.com/job-postings/35006705035923>.

### **Working Environment:**

- Standard office environment.
- Shared office with up to 3 additional graduate students, each student has their own desk and locking cabinet.
- Unexpected interruptions occur often, and stress levels are low to moderate.
- The noise level is quiet to moderate.

### **Physical Activities:**

- Use of standard office equipment

### **More Information**

Contact CCESL at [ccesl@du.edu](mailto:ccesl@du.edu) with questions.

The University of Denver is committed to enhancing the diversity of its faculty and staff. We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, military/ veteran status or any other status protected by law. We welcome applications from underrepresented communities, veterans and persons with disabilities.

All offers of employment are based upon satisfactory completion of a criminal history background check. These are required for all part-time, full-time and student employee hires.