

**Graduate Service Assistant  
Dean's Office  
University of Denver  
Morgridge College of Education**

**College Mission Statement:**

The Morgridge College of Education advances learning, well-being, and social justice by preparing reflective, skilled, and compassionate educators, counselors, and leaders who transform lives and strengthen communities. At Morgridge, we believe that education and human development are powerful forces for creating a more just and humane world. Through engaged teaching, rigorous and innovative scholarship and active partnerships with local and global communities, we cultivate critical and creative thought, advance knowledge, and contribute to the public good. Our work centers equity, combats discrimination, and embraces the multiplicity of human experiences so that our graduates can lead meaningful change across educational, mental health, and community systems.

**Department Summary**

MCE is a leader in innovative and effective approaches for promoting learning throughout the lifespan. Transcending traditional ideas about education and schooling, we embrace a new, comprehensive vision of learning as a lifelong activity that involves the whole person and can occur through a variety of methods, anywhere and at any time. We promote educational change and social equity in addition to providing leadership for the improvement of education, mental health, and information services and systems.

**Position Summary**

The Graduate Assistant in the Dean's Office for the Morgridge College of Education provides comprehensive support across faculty affairs, student services, academic affairs, research initiatives, and community and belonging efforts. This position works closely with the Dean and Associate Deans to advance strategic priorities and enhance the overall effectiveness of the College.

The Graduate Assistant supports faculty- and student-facing initiatives, including assisting with research projects, strategic organizational development efforts, and cross-functional academic programming. Responsibilities may include coordinating events, supporting communications and marketing efforts, preparing materials and reports, assisting with data collection and analysis, and providing general administrative support.

This role requires strong organizational skills, professionalism, attention to detail, and the ability to manage multiple priorities in a collaborative, fast-paced environment. The ideal candidate is proactive, adaptable, and committed to supporting a mission-driven academic community.

**Essential Functions**

Graduate Assistants will support the assigned unit in a variety of ways depending on the specific type of assistant role they are selected to perform. Duties may include but are not limited to:



- **Provide Direct Support to Associate Deans:** Coordinate and support projects, initiatives, and daily operations for the Associate Deans, including preparing materials, conducting research, tracking action items, and ensuring timely follow-up on strategic priorities.
- **Contribute to Research and Strategic Organizational Development:** Conduct literature reviews, collect and analyze data, draft reports, and assist Associate Deans with research initiatives and strategic planning efforts that advance the College's mission and goals.
- **Support Student-Facing Initiatives:** Collaborate with college leadership and student services partners to coordinate programming, develop communications, and assist with initiatives that enhance student engagement, success, and belonging.
- **Coordinate and Execute College Events:** Plan and implement logistics for meetings, recognition events, research showcases, community engagement programs, and other college-sponsored events, including scheduling, communication, and on-site support.
- **Develop and Distribute Communications and Marketing Materials** Draft, edit, and distribute internal and external communications; assist with website updates, newsletters, and promotional materials to support college initiatives.

### Knowledge, Skills and Abilities

#### Required:

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Effective written and oral communication skills
- Strong interpersonal skills and ability to work collaboratively with diverse teams
- Ability to work independently with minimal supervision
- Effective time management and organizational skills
- Strong attention to detail
- Ability to maintain data confidentiality

#### Preferred:

- Ability to Work with and Report to Multiple Supervisors
- Professional Written and Verbal Communication Skills
- Analytical and Reporting Skills
- Proficiency in Qualtrics

### Eligibility

GXA recipients must be enrolled in a Morgridge College of Education academic program and be in good academic standing during the quarters in which they receive their award (programs/departments may stipulate that the recipient must be enrolled as a full-time student).

International students who receive a GXA may need to demonstrate fluency in spoken English by scoring a 26 on the speaking section of the TOEFL, or an 8 on the speaking section of the IELTS and/or by passing the DU GTA English Language Proficiency Assessment (ELPA). International students whose native language is clearly English are exempt from the TSE.

Students cannot simultaneously hold both an assistantship position and a work-study position. A graduate student may not hold more than the equivalent of one full-time (1.0) assistantship at any time within the University.

A doctoral PhD student may remain in a GXA position for a maximum of 3 years or 9 quarters, an EdD, EdS or master's student a maximum of 2 years or 6 quarters

For more information regarding eligibility requirements and hiring procedures for graduate assistantships, see the Graduate Assistantship section of the Graduate Bulletin and the MCE GXA Handbook. Individual programs may have their own procedures and requirements.

### Required Qualifications

- Current DU/MCE graduate student enrolled for the 2026-2027 academic year.

### Preferred Qualifications

- Interest in Academic administration
- Project coordination skills
- Interest in public speaking and presentations; student and faculty-facing interactions

### Supervision & Training

- Will report the Associate Deans of MCE

### Working Environment

- Open-office environment.
- Unexpected interruptions often occur, and stress level is moderate to high.
- Noise level is quiet to moderate.

### Physical Activities

- Ability to sit in front of a computer for an extended period.
- Occasionally required to move about the office/campus with the capability of transporting objects up to 20 lbs.

### **Graduate Assistant Compensation**

The yearly total for a full time Assistantship stipend for MA/EdS/EdD students is \$19,495, and the total for a full time Assistantship stipend for a PhD student is \$21,418. If you receive a part-time assistantship, your stipend amount will be adjusted accordingly.

Assistantship offers will include both a monthly stipend and a tuition waiver for credit bearing students. Full-time graduate assistants who meet the eligibility requirements will also be offered the Graduate Assistantship Health Insurance Scholarship. The stipend amount varies (per 9-month academic year), depending on degree pursuit (MS or PhD), and assistantship type (.25, .50, .75, 1.0). The tuition waiver provided will be in conjunction with the tuition rate for that academic year for the program you are studying. The tuition waiver benefit ranges from 6 to 24 credit hours depending on the amount of FTE for the full academic year. Any position less than full time (1.0 FTE) will NOT include the Graduate Assistantship Health Insurance Scholarship but will include a part-time stipend and part-time tuition waiver, accordingly.

### **Time Commitment**

In general, half-time graduate assistants (0.5 FTE) are expected to devote 10 hours per week to their GA duties.

### **Benefits**

Assistantship stipends are paid through payroll and are taxable income. Full-time 9-month assistantship stipends are based on university budgeting for that academic year and will be specified by the department at the time of offer.

Assistantship tuition waivers are considered merit-based scholarships and are not taxable income. Tuition waivers are adequate to cover 6-24 credit hours of tuition per year, based on the tuition rates at the time of application.

The combination of all tuition waivers cannot exceed tuition charges (prior to any assessed fees), and waivers cannot be awarded in cash.

Information about the benefits offered to Graduate Assistants at the University of Denver can be found under the Non-benefitted Employees section of the Human Resources & Inclusive Community webpage.

### **Application Details**

Please submit your Resume/CV through Pioneer Careers.

Programs use their own internal processes to award assistantships to students. If you are chosen for a Graduate Assistant position, you will be contacted by the department and given all the details regarding the position.

Please be aware that resumes submitted through PCO will go through an automatic review process by the Career & Professional Development staff. While this may take extra time on your part if revisions are needed, it's to support you in submitting the most competitive application possible. You will not be able to submit your full application until the resume has been reviewed and approved. Please allow at least 3 days before the application deadline for this step. Due to the expected volume of applications, do not wait until right before the deadline to apply as your resume could be delayed in the review process.

To be proactive, check out the PCO [website](#) with resume and cover letter samples. Make changes prior to submission. This will increase the likelihood your resume can be pushed through without going through a major overhaul, allowing you to apply to student employment positions quickly. For help with this process, contact [stuemp@du.edu](mailto:stuemp@du.edu).

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.

All offers of GA Appointments are based upon satisfactory completion of a criminal history background check