

**Graduate Service Assistant  
Office of Enrollment and Marketing (MOEM)  
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. REPLACE WITH SPECIFIC UNIT DESCRIPTION

**Position Summary**

The Graduate Assistant for Admissions & Marketing supports the recruitment, outreach, and enrollment efforts for the university's graduate programs. This role works closely with admissions counselors and marketing staff to engage prospective students, promote graduate programs, and assist with admissions operations through a mix of communication, event support, and marketing initiatives.

**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:

Prospective Student Outreach & Recruitment

- Conduct outreach to prospective students via email, phone, social media, and virtual platforms
- Respond to inquiries and provide information about graduate programs, admissions requirements, and application processes
- Assist admissions counselors with applicant follow-up and recruitment initiatives

- Participate in recruitment activities, including virtual and in-person events, fairs, and information sessions

#### **Admissions Support**

- Assist admissions counselors with application review support, data entry, and document tracking
- Help manage admissions communications and CRM updates
- Support coordination of applicant and admitted student communications

#### **Marketing & Communications**

- Assist with planning, creating, and scheduling content for social media platforms supporting graduate programs
- Help develop and update marketing materials such as brochures, flyers, email campaigns, presentations, and web content
- Contribute ideas for marketing strategies to enhance graduate enrollment and visibility

#### **Events, Meetings, and Presentations**

- Assist with planning and executing recruitment and yield events (virtual and in-person)
- Meet with prospective students individually or in group settings
- Support presentations, campus tours, and information sessions for prospective students
- Represent graduate programs at events as needed

#### **Administrative & Collaborative Support**

- Collaborate with academic departments, admissions staff, and marketing teams
- Perform general administrative tasks related to admissions and recruitment
- Support special projects related to enrollment management and marketing initiatives

#### **Knowledge, Skills and Abilities**

(May include, but not limited to:)

- Interest college access, recruitment, admissions and enrollment
- Attention to detail in reviewing complex information.
- Discretion in working with sensitive or personal information.
- Demonstrated dependability and follow through with tasks and assignments.

### 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

- Prior experience as an undergraduate student leader
- Strong interpersonal and communication skills
- Demonstrated organizational and administrative skills
- Interest in public speaking and presentations; student-facing interactions

### Supervision & Training

- Will report to the Associate Director of Admissions

### 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.

Assistantship awards can be made for any single or multiple quarters.

### **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