



STUDENT LIFE DIVISION

6 Open Positions for 2010-2011 Academic Year:

2 positions for Graduate Assistant, Campus Activities (CA)

1 position for Graduate Assistant, Citizenship and Community Standards (CCS)

3 positions for Graduate Resident Director, Housing and Residential Education (HRE)

DATE: November 23, 2009

JOB TITLE: Graduate Assistant, Campus Activities (CA)

JOB SUMMARY:

The Graduate Assistant for Campus Activities holds a half-time (minimum 20 hours per week) appointment with the Campus Activities office. The GA reports directly to an Assistant Director of Campus Activities and will assist in one or more functional areas which include but are not limited to: the University of Denver Programming Board (DUPB), Late Night at DU, Greek Council (IFC/PHC/MGC), and Student Media Board (newspaper, radio station and literary magazine).

The assistantship provides multiple opportunities for the development of the following: Educational philosophies; Leadership and administrative skills; Traditional student advising and consulting; Research, writing, and presentation opportunities; Networking with Student Affairs regional and national professional organizations; and Comprehensive professional experience.

REQUIRED QUALIFICATIONS:

1. Enrollment in the Student Development track of the Higher Education Master's Degree Program.
2. Candidates must have an earned Bachelor's degree and admission/enrollment in the University of Denver Higher Education program, College Student Development track
3. A demonstrated commitment to diversity and multiculturalism
4. Excellent organizational, planning, interpersonal and communications skills
5. Ability to work independently and as a team member
6. A genuine interest and satisfaction in working with students, faculty and staff

Preferred Qualifications

1. Preference will be given to first year students, but all students enrolled in the College Student Development track are welcome and encouraged to apply.
2. Interest, desire and/or experience in the field of housing and residential education or student affairs.
3. An ability and willingness to apply student development theory and concepts in an advising role.

ESSENTIAL DUTIES AND REQUIREMENTS (*Include but are not limited to*):

1. Administrative

- Strong written and verbal communication skills, and involves reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public.
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential.

2. Supervision

- Facilitate various meetings with student leaders.

3. *Programming and Advising*

- Ability to implement various programs/activities for the Office of Campus Activities
- Coordinate evaluations of programs, and maintain program budgets.

4. *Student Conduct*

- Ability to work with students at a wide range of developmental levels is essential. Sensitivity and tact are vital to this position.
- Collaborate with supervisor on all student and staff concerns.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
- Collaborate with supervisor on all student concerns.
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.

5. *Departmental Duties*

- Attend staff meetings and assist in developing departmental goals and objectives.
- Collaborate with other departments and offices on campus.
- Demonstrate an on-going commitment to the principles of multiculturalism and diversity through programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
- Contribute to departmental environmental sustainability efforts.

6. *Professional Development*

- Participate in professional staff training in late August before students arrive for fall quarter.
- Participate in various retreats and professional development discussions that occur throughout the academic year.

7. *Requirements*

- Be enrolled and maintain good academic standing in College Student Development Higher Education program throughout the course of employment.
- No other employment may be held during duration of the GA contract without prior permission from supervisor.
- Breaks (winter& spring) will require GA presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor.
- Follow all University of Denver policies and procedures appropriately.
- Work an average of 20-25 hours/week; Contract length is 10 months, which start and end dates variable due to the University calendar.

COMPENSATION:

- Compensation includes a monthly stipend (beginning September 1), student health fee, health insurance, approximately 24 credit hours in the Higher Education program per year, and the opportunity to apply for professional development funds from the Student Life Division.
- Stipend of \$12,000 paid in ten monthly installments (2009-2010 stipends listed).
- Allocation for professional development of \$250 (conference attendance, travel, etc.).

JOB TITLE: Graduate Assistant, Citizenship and Community Standards (CCS)

JOB SUMMARY:

The Graduate Assistant for Citizenship and Community Standards holds a half-time (20 hours per week) appointment with the Citizenship and Community Standards (CCS) office. The GA shares in the responsibility for all operations of CCS. The GA assists in creating an environment that promotes academic success, personal development, respect for human diversity, and a strong sense of community. The position requires mature, ethical decision-making and communication skills as well as the ability to work independently and as a member of a team. The Graduate Assistant reports to the Assistant Director of Citizenship and Community Standards.

REQUIRED QUALIFICATIONS:

1. Enrollment in the Student Development track of the Higher Education Master's Degree Program.
2. Candidates must have an earned Bachelor's degree and admission/enrollment in the University of Denver Higher Education program
3. A demonstrated commitment to diversity and multiculturalism
4. Excellent organizational, planning, interpersonal and communications skills
5. Ability to work independently and as a team member
6. A genuine interest and satisfaction in working with students, faculty and staff.

Preferred Qualifications

1. Preference will be given to first year students, but all students enrolled in the College Student Development track are welcome and encouraged to apply.
2. Interest, desire and/or experience in the field of housing and residential education or student affairs.
3. An ability and willingness to apply student development theory and concepts in a Housing and Residential program setting.

ESSENTIAL DUTIES AND REQUIREMENTS *(Include but are not limited to):*

1. Administrative

- Assistance in the administration of the Code of Student Conduct and the Honor Code in a manner consistent with the stated mission of the University through investigations, informal adjudication of violations, maintenance of confidential database and student disciplinary records, selection and training, scheduling and advising of Conduct Review Board.
- Strong written and verbal communication skills, and involves reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public.

- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential.

2. *Supervision*

- Opportunity for facilitating the hiring, training, and oversight of one student staff member to assist with office-wide administrative support is available.
- Collaborate with other pro-staff members in building regarding supervisory matters.

3. *Programming and Advising*

- Opportunities for assisting with the implementation of various CCS programs are available.
- Participate in and facilitate educational workshops for students in discipline processes throughout the year.
- Coordinate evaluations of programs, and maintain program budgets

4. *Student Conduct*

- Ability to work with students at a wide range of developmental levels is essential.
- Consult with and assists the supervisor in developing an educational system for handling student conduct. This involves individual/group conduct meetings, updating conduct database, and consulting with other conduct officers about approaches to student behavior.
- Complete appropriate paperwork within the conduct database when conduct meetings/decisions are finalized.
- Ensure that all conduct cases are handled according to guidelines set forth by the Office of Citizenship and Community Standards.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
- Collaborate with supervisor on all student concerns.
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.

5. *Departmental Duties*

- Attend departmental meetings, assists in developing departmental goals and objectives, and serve on one departmental committee.
- Collaborate with other departments and offices on campus.
- Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
- Contribute to departmental environmental sustainability efforts.

6. *Professional Development*

- Participate in professional staff training in late August before student staff members arrive for fall quarter.
- Participate in various retreats and professional development discussions that occur throughout the academic year.

7. Requirements

- Be enrolled and maintain good academic standing in College Student Development Higher Education program throughout the course of employment.
- No other employment may be held during duration of the GA contract without prior permission from supervisor.
- Breaks (winter, spring and summer) will require GA presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor.
- Follow all University of Denver and Citizenship and Community Standards policies and procedures appropriately.
- Work an average of 20-25 hours/week with increased workloads at the beginning and end of each quarter; Contact length is 10 months, which start and end dates variable due to the University calendar.

COMPENSATION:

- Compensation includes a monthly stipend (beginning September 1), student health fee, health insurance and approximately 24 credit hours in the Higher Education program per year.
- Stipend of \$12,000 paid in ten monthly installments (2009-2010 stipends listed).
- Allocation for professional development of \$250 (conference attendance, travel, etc.).

JOB TITLE: Graduate Resident Director, Housing and Residential Education (HRE)

JOB SUMMARY:

The Graduate Resident Director (GRD) holds a 25-30 hour/week appointment with the department of Housing & Residential Education. . The GRD shares in the responsibility for the operation of a co-educational residence hall building, including traditional residence hall buildings and/or suites/apartments for upper class students. The GRD assists in creating an environment which promotes academic success, personal development, and inclusive communities with an emphasis on social justice education. Each GRD is supervised by a full-time Resident Director and shares responsibility for administration and supervision of a building with that Resident Director.

REQUIRED QUALIFICATIONS:

1. Enrollment in the Student Development track of the Higher Education Master's Degree Program.
2. Candidates must have an earned Bachelor's degree and admission/enrollment in the University of Denver Higher Education program
3. A demonstrated commitment to diversity and multiculturalism
4. Excellent organizational, planning, interpersonal and communications skills
5. Ability to work independently and as a team member
6. A genuine interest and satisfaction in working with students, faculty and staff.

Preferred Qualifications

1. Interest, desire and/or experience in the field of housing and residential education or student affairs.
2. An ability and willingness to apply student development theory and concepts in a Housing and Residential program setting.
3. Preference will be given to first year students, but all students enrolled in the College Student Development track are welcome and encouraged to apply.

ESSENTIAL DUTIES AND REQUIREMENTS *(Include but are not limited to):*

1. Administrative

- Hold a minimum of 10 posted office hours per week.
- Implement check-in and check-out procedures during opening and closing periods each quarter.
- Collect, review, and maintain Residential Education forms such as roommate agreements, resident connection forms & visual checks.
- Maintain accurate occupancy reports and paperwork associated with assignments.
- Facilitate building's room change night on a quarterly basis.
- Establish and maintain accurate budgeting system for programming and building budgets.
- Conduct weekly walk-throughs of the building.
- Follow up in a timely manner on maintenance and custodial issues.
- Address student facility concerns and coordinate facility improvement efforts.

- Attend weekly maintenance and custodial meeting.

2. Supervision

- Directly supervise five to nine Resident Assistants and assist in the supervision of student staff members.
- Facilitate staff development through weekly individual meetings, weekly staff meetings, performance feedback conversations & evaluations that support the mission and values of Housing & Residential Education.
- Hold staff accountable in a timely manner for upholding HRE policies and meeting position requirements and responsibilities.
- Facilitate various meeting: one-on-ones, staff meetings, staff development activities, department meetings, etc
- Collaborate with other pro-staff members in building regarding supervisory matters.

3. Programming and Advising

- Supervise programming initiatives for the residence hall including supporting, motivating, and educating staff in their programming efforts.
- Coordinate evaluations of programs, and maintain program budgets.
- GRDs who serve as Advisors for Residence Hall Leadership Teams (LT) have the following responsibilities: Recruit, publicize, and train LT members: attend weekly LT meetings in building; advise the LT executive board; help to coordinate programs and student initiatives with LT members and help members develop leadership skills; attend periodic LT advisor meetings run by the RHA advisor.

4. Student Conduct

- Consult with and assists the supervisor in developing an educational system for handling student conduct. This involves individual/group conduct meetings, attending and facilitating floor meetings when necessary, updating conduct database, and consulting with Resident Assistants about approaches to student behavior.
- Submit appropriate paperwork to the Office of Citizenship & Community Standards when conduct meetings are completed.
- Ensure that all conduct cases are handled according to guidelines set forth by HRE and the Office of Citizenship & Community Standards.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
- Meet with students to discuss roommate concerns, substance abuse issues, and other personal concerns. Act as a referral agent to other university resources, including the Health and Counseling Center, Academic Advising, Career Center, etc.
- Collaborate with supervisor on all student and staff concerns.
- Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.

5. Departmental Duties

- Attend departmental meetings, assists in developing departmental goals and objectives, and serve on one departmental committee.
- Assume responsibility related to student staff selection and training as well as professional staff selection and training.
- Serve on weekly Administrator-on-call (AOC) duty rotation for DU students. The AOC must remain close to campus and can be reached 24 hours a day in order to respond to

emergencies and/or requests for assistance. Follow designated procedures when consulting with Senior Administrator-on-Call.

- Collaborate with other departments and offices on campus.
- Actively commit personally and professionally to diversity, multiculturalism and social justice initiatives brought forth by HRE and the DU community.
- Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives..
- Contribute to departmental environmental sustainability efforts.

6. Professional Development

- Participate in professional staff training in late August before student staff members arrive for fall quarter. Participate in student staff training in August, September, January, and April. This includes creating curriculum guides based on the needs of staff & facilitating discussions.
- Participate in various retreats and professional development discussions that occur throughout the academic year.

7. Requirements

- Be enrolled and maintain good academic standing in College Student Development Higher Education program throughout the course of employment.
- No other employment may be held during duration of the GRD contact without prior permission from supervisor.
- Breaks (winter, spring & summer) will require GRD presence on campus and/or involvement with committee tasks and other responsibilities.
- Follow all University of Denver and Housing & Residential Education policies and procedures appropriately.

COMPENSATION:

- Tuition waiver covering classes required for the Student Development track of the Higher Education Master's Degree Program (an average of 8 per quarter).
- Stipend of \$10,500 paid in ten monthly installments (2009-2010 stipends listed).
- Allocation for professional development of \$250 (conference attendance, travel, etc.).
- Meal plan while school is in session (does not include break periods).
- Student health insurance plan (provided starting in the fall quarter and maintaining enrollment throughout the academic year).
- Furnished one-bedroom apartment in the residence hall with all utilities, cable, internet, and local phone service paid. The apartment is free of charge during the contact period. During the summer, GRDs may stay in apartments in exchange for participating in the summer AOC rotation and departmental committees.