DU DialogUes Graduate Coordinators
(2 positions for 2017-18 school year)

SUPERVISOR(S): Thomas Walker, Director IEE, and IEE Program Manager (hire underway)

Division/Department
Campus Life and Inclusive Excellence (CLIE) is the student affairs division of the University of Denver. CLIE includes Housing and Residential Education, Academic Resources, Student Community Engagement, Health and Counseling, and the Center for Multicultural Excellence. We are committed to providing students with the support and skills needed to become empowered citizens that positively impact the communities they are a part of, now, and in the future. We do so by challenging student to: Reflect on their values and identities; Recognize their strengths and acknowledge areas for further growth; Understand the importance of needing support and seeking it; Cultivate their passions; and Foster the public good.

In support of University and Divisional mission, vision and goals, Inclusion & Equity Education (IEE) engages the campus community with resources to develop and apply knowledge and skills for positive interaction across difference. We offer in-person programs and services to students directly, and to staff, faculty and offices who work with them. Based on evidence-based best/promising practices, our efforts support participants gaining a deeper understanding of their own and others identities, as well as providing opportunities for them to engage constructively across similarities and difference. This approach contributes to a more positive campus community, supports broader efforts to strengthen DUs culture of learning, and provides students a foundation for living, learning and leading effectively in our diverse, global societies. www.du.edu/studentlife/ie-education

POSITION DESCRIPTION: The new IEE Graduate Coordinators (GCs) will support the expanding, pilot dialogue programs on campus, with particular attention to residence hall communities. We are looking for graduate students with some experience in this work, who are interested in applying and furthering their expertise helping us build practices to the particulars of the DU campus.

Specific responsibilities will include:
- **Program coordination**: Handle planning and logistical arrangements for programs and events, including publicity/registration, refreshments, space/materials prep, evaluations, etc.
- **Facilitation**: Directly facilitate workshops, dialogue sessions and team meetings.
- **Program development**: Work with IEE colleagues, Housing & Residential Education (HRE) and other campus partners to identify needs, research relevant scholarship and promising programmatic practices, develop DU-specific processes and content, and assess efficacy of dialogue and other educational interventions.
- **Resource development and distribution**: Work with colleagues to identify need for in-program and stand-alone resources on current events, identities, and hot topic issues; to research existing resources; to develop/adapt campus-focused resources; and to distribute them to campus constituents online, in-person and through hardcopy publication.
- **Departmental and Divisional support**: Support campus colleagues and initiatives in pursuit of broader mission, including event attendance and/or staffing, service on working groups, participation in professional development opportunities, etc.

While many duties will be shared by both coordinators, specific responsibilities will be assigned once full team is in place. As part of that distribution, **one Coordinator will have a specific focus on our undergraduate**
GlobalRes community ([www.du.edu/housing/buildings/globalres.html](http://www.du.edu/housing/buildings/globalres.html)), including collaborating with resident assistant (RA) on community-building and educational programs, connecting directly with residents, and connecting them with broader resources and opportunities. Please note this interest and relevant experience in your cover letter if applicable.

Coordinators will average ~20 hours/week. Some evening and weekend work is expected.

REQUIRED QUALIFICATIONS:
- Candidate must have an earned Bachelor’s degree, and be enrolled in a master’s or doctoral program at the University of Denver for at least the 2017-18 school year.
- Experience working with broadly diverse populations, preferably in a college/university setting.
- Experience with diversity/intergroup programming, preferably in a college/university setting.
- Demonstrated experience with event/program coordination: publicity/recruitment, registration, refreshments, space/materials prep, etc.
- Strong initiative, flexibility and teamwork as we create (plan, attempt, adapt) this new program area.
- Strong spoken and written English communication skills.
- Strong attention to details, multi-tasking, time management, and follow-through skills.
- Experience with MS Office software

PREFERRED QUALIFICATIONS
- Campus housing experience (as resident and/or staff) is highly desirable.

COMPENSATION:
1) Up to $11250 per school year in hourly wages.
2) Campus housing (apartment) through school year, and full meal-plan during school term.
3) Professional development support opportunities available.

PLEASE NOTE
- This is a 9-month, part-time, non-benefited, hourly paid student position. It is NOT an assistantship (no tuition coverage), and is not a financial aid award.
- Coordinators will need to report to campus for CLIE grad training beginning Monday morning, August 14th. (Assigned campus housing would be available from Sunday, 8/13.) If new students, we’ll work with your program orientation schedules week of Sept 4th.
- Annual re-hire is contingent on satisfactory job performance and academic progress, and funds availability.
- One position is reserved for a student from the Morgridge Colleague of Education. The second Coordinator can be enrolled in any DU graduate/professional program.

TO APPLY
- Email a current resumé and a position-specific cover letter to igr@du.edu (PDF/txt/doc attachments fine)
- Please be sure that your cover letter:
  - indicates this position,
  - briefly and clearly explains how you bring the skills, knowledge and abilities listed in the job description above; and
  - speaks specifically to GlobalRes interest and experience, if applicable.
- Applications are accepted on a rolling basis until positions are filled.

If you have questions not addressed by description above and/or deptl website, please email igr@du.edu