Postdoctoral Administrative Fellowship at the University of Denver

The University of Denver’s Interdisciplinary Research Incubator for the Study of (In)Equality or IRISE (www.du.edu/irise) is seeking an Postdoctoral Administrative Fellow with a preferred start date of September 1, 2018.

We seek those wishing to pursue higher education administration with interests in racial inequality and structural racism and who utilize Critical Race Theory (“CRT”) and or apply Asset Based Community Development approaches (“ABCD”) in their research, scholarship, teaching or professional development. The fellow will join IRISE as it works with DU IMPACT 2025 in order to address the Grand Challenges of racial inequality facing Colorado and the Rocky Mountain West.

The IRISE Administrative Postdoctoral Fellow will work on coordinating all of IRISE’s resources toward addressing racial and connected inequities in health and education in the city and region.

The fellow will spend the majority of time engaged in administrative support for the implementation of IRISE’s research, curricular, and community inclusion vision under the guidance of the Assistant Provost for Inclusive Excellence (IE) Research and Curricular Initiatives in the Office of Diversity and Inclusion. Specifically, the Administrative Postdoctoral Fellow will:

- Support the vision, development, and implementation of IRISE 2.0
- Work to establish and strengthen campus community partnerships tied to the goals of the IRISE 2.0
- Support the Assistant Provost of IE Research and Curricular Initiatives in meeting with potential donors
- Oversee and engage in the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate and government sources in support of IRISE 2.0
- Coordinate and implement the marketing and communication plan of IRISE 2.0.
- Manage the overall program structure to include creating databases for mailings and key contacts, maintain an events calendar, take the lead in executing all IRISE 2.0 programs (e.g.: symposia, faculty lectures, and summits)
- Represent IRISE in campus-wide equity efforts as assigned.

Fellows will also have the opportunity to teach two courses in their second year; each on topic related to racial and ethnic studies and will be given support for professional development. The successful candidate will also be expected to actively participate in IRISE’s intellectual life and various other initiatives and where appropriate, time and support may be given to allow for the completion of a research product during their time at DU.

Candidates should be committed to working with diverse student and community populations. In addition, because of the value of lived experiences in the investigation and understanding of racial inequality, we especially encourage applications from racially minoritized groups.
The fellowship carries a stipend of $48,904 for the first year and $49,188 for the second year, a startup package, a professional development and research fund, and a comprehensive benefits package.

**Required Qualifications**

- Candidates with a Ph.D. or Ed.D in Education and those in a related discipline or specific expertise in racial inequality in the Humanities or Social Sciences will be considered. Candidates should highlight all administrative or grant experience. Applicants must have completed all requirements for their terminal degree by October 1, 2018. Candidates must be untenured and within 5 years of Ph.D or Ed.D.

**Application Deadline**

For best consideration, please submit your application materials by 4:00pm (MST) July 27, 2018. Applications may be accepted and reviewed until position filled.

**Special Instructions**

Candidates must apply online through [www.du.edu/jobs](http://www.du.edu/jobs) to be considered. Only applications submitted online will be accepted. Once within the job description online, please scroll to the bottom of the page to apply. If you have questions regarding the application process, please contact recruiting@du.edu. Inquiries about this position can be made to irise@du.edu.

The following documents are required to be fully considered, please include with your application:

1. A letter of application (including a statement of research and teaching interests)
2. CV
3. Writing Sample, please submit one of the following: a dissertation chapter, a recently published work, or a conference paper.
4. Reference Listing (minimum of 3 references)

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBTQ community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.

All offers of employment are based upon satisfactory completion of a criminal history background check.