DU DialogUes
Graduate Coordinators
(2 positions for 2019-20 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 areas such as Housing and Residential Education, Academic Resources, Student Engagement, Health and Counseling. 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) provides students with information, skills, and opportunities for constructive engagement across difference. We offer in-person and online 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 them opportunities to engage constructively across similarities and difference. This approach contributes to a more positive campus community, supports broader efforts to strengthen DU's 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

These positions also work directly with Housing & Residential Education (HRE) to support co-curricular programming in collaboration with Residential Education staff. www.du.edu/housing

POSITION DESCRIPTION: The 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 while helping us build practices particular to the DU campus needs.

Specific responsibilities will include:

- **Program coordination**: Handle planning and logistical arrangements for programs and events, including publicity/recruitment/communications, registration, refreshments, space/materials prep, evaluations, etc.
- **Facilitation**: Directly facilitate educational workshops, dialogue sessions, and team meetings.
- **Program development**: Work with IEE and HRE colleagues 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, each Coordinator will also support an undergraduate residential community, either GlobalRes (www.du.edu/housing/buildings/globalres.html) or All Gender (www.du.edu/housing/buildings/allgender.html). Duties will include collaborating with HRE pro staff on developing
program curriculum, and with the respective resident assistant (RA) on community-building and educational programs, connecting directly with residents, connecting them with broader resources and opportunities. Approximately 5 hours each week will be dedicated to these duties, with additional hours during move-in and move-out periods. Please specify your interest and relevant experience in your cover letter.

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

REQUIRED QUALIFICATIONS:
- Candidate must have an earned Bachelor’s degree; and must be enrolled in a graduate program at the University of Denver during the 2019-2020 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 build (plan, attempt, adapt) this new program area.
- Strong interpersonal 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 involved resident and/or staff) is highly desirable.
- Fluency language beyond English.

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

PLEASE NOTE
- This is a part-time, non-benefited, hourly 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 mid-August 2019; details TBA. If new students, we’ll work with your academic program orientation week schedules.
- Position is funded only through June 2020; we hope to secure funding for additional years, but cannot yet guarantee it. Annual re-hire is also contingent on satisfactory job performance and academic progress.

TO APPLY
→ Email a current resumé and a position-specific cover letter to thomas.walker@du.edu (PDF/txt/doc attachments fine)
- Please be sure that your cover letter:
  o indicates this position,
  o confirms your DU graduate program and officially accepted/continuing status in it,
  o briefly and clearly explains how you bring the skills, knowledge and abilities listed above; and
  o speaks specifically to GlobalRes and/or All Gender interest and experience.
- Review begins in early February 2019, with applications accepted on a rolling basis until positions are filled.

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