Graduate Assistant Job Description

JOB DESCRIPTION: The Graduate Assistant (GA) for Undocumented Student Services will play a lead role in the continued development of the DREAMers program, which is designed to assist CU Denver Undocumented/DACA/ASSET students. The CU Denver DREAMers program primarily focuses on providing advocacy and support for students who are enrolled in the Deferred Action for Childhood Arrivals (DACA) and/or the Colorado ASSET programs. This person will also help to develop and implement mentoring/tutoring programs, workshops, develop campus relationships, plan and execute cultural and educational events and provide general advocacy/support designed to meet DREAMers student needs, under the supervision of the Office of Diversity and Inclusion and the Educational Opportunity Programs. The GA will work with the CU Denver DREAMers Council to develop and implement events, educational workshops, shift institutional policy and fundraise for the CU DREAMer scholarship in partnership with key stakeholders in other university departments. Furthermore, this position will assist with developing and maintaining instruments to measure program effectiveness on campus.

JOB DUTIES:
The Graduate Assistant Position will assist in the following tasks and responsibilities:
• Provide outreach, mentoring and one on one support to DREAMer students; support in navigating institutional systems, community resources, financial barriers, etc.
• Serve as a point of contact for resources and relationships with other campus offices
• Update and manage resources on the DREAMers website; maintain up to date information on financial resources available to DREAMer students
• Develop instruments to measure student outcomes and other aspects of program effectiveness
• Hold weekly office hours
• Develop and disseminate communications related to DACA/ASSET students
• Maintain, and continue to develop professional campus relationships
• Collaborate with other EOP programs to raise awareness about intersectional experiences of DREAMer students
• Coordinate training efforts in collaboration with other faculty and staff to educate the campus community on how to better serve DREAMer students.
• Support the marketing, application review, and notification of award for the CU DREAM scholarship.
• Manage a $5,000 program budget
• Collaborate with and support the CU Dreamers Student Organization
• Serve on relevant campus committees
• Other duties as assigned

QUALIFICATIONS:
We are looking for a creative, passionate, culturally aware and detail-oriented individual who is flexible and excited to work in a developing and dynamic environment. An ideal candidate will meet the following qualifications:
• Be a graduate student enrolled at the CU Denver campus
• Have experience working with underrepresented and/or first generation students
• Have an understanding of challenges facing undocumented students
• Have experience in working with general and cultural programming
• Have a strong understanding of student support services in higher education
• Have skills and experience in program evaluation and design of outcome measures
• Be able to comply with the policies and procedures of the Family Educational Rights and Privacy Act (FERPA) and practice confidentiality

Salary Range: Maximum of 25 hours per week, $15-18 per hour, commensurate with experience.

Application Process:
Submit a cover letter and resume outlining qualifications for the position and three professional references to: dora.frias@ucdenver.edu. Application review process will start on November 4th. Position to start as early as the beginning of December.