

2011-2012 Available Work Study Positions at JKIS

Subject to change as positions are filled

Title:	Fundraising Representative
Program/Office:	University of Denver Call Center
Description:	<p>**Position open to all students, no work study award necessary** **Position open to international and domestic students**</p> <p>The University of Denver Call Center is one of the most important ways to bring the DU community together, and we rely on students like you to make this happen. As we begin the new program, we need several new Pioneer callers to help us meet our fund raising goals. If you are outgoing, energetic, and passionate about DU, we'd love to discuss job opportunities with you.</p> <p>As a Fund raising Representative, you will have the opportunity to talk to many alumni, friends of the university, and parents of current students.</p> <p>This is one of the most professional jobs available to students in the campus area. Additionally, you will have the opportunity to raise thousands of dollars for your university.</p>
Hours per week:	9.0 - Shifts are held 6:00-9:00 PM Monday-Thursday, and 1:00-4:00 PM and 4:00-7:00 PM on Sunday. You are required to work three shifts per week – one Sunday shift and two during the week.
Hourly rate:	\$8.00 with the opportunity for a \$.75/hour attendance bonus Possible tuition assistance: tuition assistance is paid out based on the cost of a course you select that pertains to your job as a student fundraiser and the number of hours you work for that quarter.
Application info:	If you are interested in a position, please apply online at du.thecallingcenter.com . Once we receive your application, you will be contacted to slate in the interview time of your choice.

Title:	Student Administrative Assistant III
Program/Office:	GFTEI Program
Location:	Ben Cherrington Hall
Job ID:	6601

Description: The Co-Directors of the GFTEI program (Professors DeMartino and Grabel) are seeking to hire a graduate student who would serve as their Program Assistant. The position is administrative in nature. The Program Assistant would prepare and update the GFTEI course grid several times each academic year, conduct occasional surveys and send correspondence to students and faculty in the GFTEI program, collect course evaluations from the central administration, collect and summarize a variety of data and other materials concerning the program on an as needed basis, and occasionally help to organize special events and represent the program. The hours of work are flexible: the program assistant might have no work during some weeks of the quarter, and up to a maximum of 15 hours of work for several weeks each quarter.

An ideal candidate would be a student in the GFTEI program (but students from other programs will be considered). Owing to inviolable university rules, students should only apply for this position if they have already completed a FAFSA and have already received a work-study award. The program assistant can only be paid an amount equal to their work-study award

Available Openings: 2

Hours per week: 0.5 to 15.5

Hourly rate: \$12.00 to \$14.00

Primary Contact: Colleen Ryan

Primary Contact Email: colleen.ryan@du.edu

Application info: Applicants should submit a resume and a brief cover letter (hard copy) to Colleen Ryan in room 101 of Cherrington Hall by **September 24th, 2010 at 4 pm.**

Title: **Student Administrative Assistant II**

Program/Office: **Center for China-U.S. Cooperation**

Location: Ben Cherrington Hall Room 169

Job ID: 4485

Description: Assist the Executive Director and Executive Assistant of the Center for China-US Cooperation with administrative tasks required for its operation. These include providing logistical support, coordination and research for center activities, providing administrative and word processing/typing assistance and aiding in program/event planning and coordination.

Must be computer proficient. Must have knowledge of internet, MS Word, and MS Excel. Must be professional in appearance and attitude. Prefer background and/or interest in Chinese affairs. Proficiency in Mandarin or other Chinese language a plus. Must be flexible as hours fluctuate per week depending upon events.

Hours per week: 5.0 to 15.0

Hourly rate: \$12.00 to \$14.00

Primary Contact: Dana Lewis

Primary Contact Email: ccusc@du.edu or dana.lewis@du.edu

Primary Contact Phone: 303.871.4474

Title: **Student Accounting Clerk III**

Program/Office: **Operations and Finance, Human Resources**

Location: Ben Cherrington Hall

Job ID: 4616

Description: Works as an assistant to both the Assistant Dean for Operations and Finance, as well as for the Human Resources and Operations Manager. This position will handle money in the form of cash, checks and credit cards. This position will help process direct pays and deposits. This position will also be privy to sensitive budget information for the whole division and will help with human resource processing.

The person who occupies this position should have an understanding of A/R, A/P, budgeting, forecasting, auditing and other accounting/budget duties. This position receives minimum supervision and must use tact and discretion on a daily basis.

Available openings: 1

Hours per week: 10.0 to 20.0

Hourly rate: \$12.00 to \$14.00

Start Date: July 5, 2011

Primary Contact: Emily Hinga

Primary Contact Email: Emily.hinga@du.edu

Primary Contact Phone: 303.871.2538

Title: **Student Administrative Assistant**

Program/Office: **Office of Student Affairs**

Location: Ben Cherrington Hall, Room 101

Description: The Mission of the Office of Student Affairs at Josef Korbel School is to provide personalized and professional service to all Josef Korbel students from orientation through graduation and beyond. The Student Affairs Office provides a variety of support services to assist students in managing the many demands of student life. We work with students to develop academic programs that fulfill personal and professional goals, while answering the myriad questions related to academic requirements. Student Affairs also fosters a sense of community at Josef Korbel School by supporting student groups and keeping everyone informed of meetings, speakers, and events. The Office of Student Affairs also coordinates our “Josef Korbel in DC Program” that takes place a full semester in Washington DC with the Syracuse University and the University of Pittsburgh.

Job Duties and Responsibilities:

- Provide assistance to students who utilize the office of student affairs
- Post daily updates to the list serves, advertising upcoming events and internal opportunities for current Korbel students
- Assist in Student Affairs event planning, including orientation and graduation receptions
- Assist in compiling course evaluations electronically and forwarding them to faculty members
- Develop content for both the Josef Korbel website and the Student Affairs Portfolio page, constantly monitoring both to ensure all information and current
- Collect graduation surveys

Required Knowledge, Skills, and Abilities:

- Ability to work in a team environment and independently
- Experience in coordinating and planning events
- Proficiency in Microsoft Office programs, including Word and Excel
- Excellent interpersonal skills

Available Openings: 2

Hours per week: 10.0 to 15.0

Hourly rate: \$12.00 to \$14.00

Start Date: as early as mid-July, no later than start of fall quarter

Primary Contact: Susan Rivera

Primary Contact Email: susan.rivera@du.edu

Application info: Must submit cover letter and resume to email address above

Title: **Student Administrative Assistant**

Program/Office: **Office of Career and Professional Development**

Location: Ben Cherrington Hall, Room 120

Description: *Job Duties and Responsibilities:*

1. Provide assistance to students and alumni who utilize career services.
2. Provide basic resume and cover letter review, as well as job and internship search assistance.
3. Maintain KorbelCareers system by posting jobs, internships, fellowships, announcements, events and resource documents.
4. Provide support for the Career Development Course and other events each quarter including co-facilitating as needed.
5. Coordinate logistics for annual events as needed (more than 40 individual events each year).
6. Assist with the development and logistics of the Washington DC, Boston and New York City Career Connections trips.
7. Help manage the Career Resource Center including books, handouts, employer information, and internship reports.
8. Provide reports utilizing KorbelCareers to pull data.
9. Assist with special projects as assigned (e.g. special events, employer outreach, alumni visits)
10. Develop content for the Web site and the weekly and quarterly newsletters.
11. Collect post-graduation employment data using surveys, by making phone calls, and using social media for outreach.
12. Skills dependent – Develop marketing materials and reports using desktop publishing programs.
13. Skills dependent – Design and maintain Access databases needed for special programs.

Required Knowledge, Skills and Abilities:

1. Must be able to work independently, be resourceful and take initiative.
2. Event planning and facilitating logistics experience.
3. Experience working with students is preferred. Experience working with an international student population is a plus.
4. Must be able to work on multiple projects with attention to detail.
5. Highly proficient in MS Word and Excel. Access, survey tools, and desktop publishing experience is desired.
6. Experience in career services and/or industry relations a plus.
7. Ability to start in June and work 15-20 hours throughout the entire academic year preferred.
8. Must be available to attend training day on Friday, September 9, 2011

Hours per week: 15.0 to 20.0

Hourly rate: \$12.00 to \$14.00

Start Date: as early as June, no later than start of fall quarter

Primary Contact Email: KorbelCareers@du.edu

Application info: Must submit cover letter and resume to email address above

Title: **Admissions Assistant III**

Program/Office: **Office of Graduate Admissions**

Location: Ben Cherrington Hall, Room 118

Description: *Summary of Duties and Responsibilities:*

- Provides exceptional customer service requiring basic listening and communication skills, knowledge of the Josef Korbel School, and a friendly, responsive attitude.
- Serving as first point of contact for prospective students and visitors via email, phone and in person.
- Assisting with basic office functions including but not limited to: answering the phone and general email account, scheduling appointments, data entry using Microsoft Suite and Banner Enrollment Management system, sorting and distributing mail, assisting with the coordination of mass mailings, and running departmental errands.
- Work with confidential material such as student documents and files; must sign confidentiality statement.

- Operate standard office equipment such as copy and fax machine. Basic marketing and programmatic research as defined by the Director and Associate Director of Graduate Admissions. Involved in coordinating office activities under direct supervision of Director and Associate Director of Graduate Admissions.
- Performs other related work as required or assigned.

Required Knowledge, Skills and Abilities:

- Advanced computer literacy, including typing.
- Attention to detail, good attendance, and willingness to learn and demonstrate trustworthiness.
- Ability to work independently and be self motivated.
- Familiarity with the programs at the Josef Korbel School of International Studies.

Hours per week: 15.0 to 20.0

Hourly rate: \$12.00

Start Date: as early as July 7th

Primary Contact: Nicole Vilegi

Primary Contact Email: Nicole.vilegi@du.edu

Title: Student Marketing Assistant

Program/Office: Office of Graduate Admissions

Location: Ben Cherrington Hall, Room 118

Job ID: 5411

Description: PURPOSE OF THE JOB: Our Student Marketing Assistants will be responsible for creating spotlight stories on the Josef Korbel School website, and peripheral web content, in order to drive prospective students to our website; recommend new and innovative ways to utilize our website for the purposes of marketing and recruitment of highly qualified prospective students. JOB RESPONSIBILITIES: Write spotlight stories for the main page of the Josef Korbel School website; some stories will be assigned by individuals throughout the Josef Korbel School; others will need to be self-initiated. Solicit content for spotlight stories, to include interviewing individuals such as faculty, students, staff, alumni, and/or presenters, and solicit web-ready photographs that are appropriate for each

story. Create and maintain student blog about experience as a Josef Korbel School student. Confer weekly with Associate Director of Graduate Admissions and/or the Editor regarding web stories, story ideas, editing of stories, etc. Assist with the posting of news articles and student spotlights in a timely manner. Develop new initiatives as time permits, to include a student profile series for the Josef Korbel School website, student conference experiences, assist with researching and assisting with social network initiatives. Recommend and if possible, help implement new e-marketing initiatives.

Excellent writing skills, with a commitment to clarity and concise packaging of story content. Attention to detail, evidenced by solid grammatical usage; knowledge of or willingness to learn Associated Press style for writing stories. Knowledge of current web marketing techniques and strategies and ability to assimilate these concepts into writing (i.e. effective tag lines, gripping language, illustrative content). Ability to establish and adhere to deadlines so web content are timely and fresh. Ability to work with diverse audiences and to represent their ideas in a creative, yet concise manner. Ability to work within virtual environments and maximize these environments for the purposes of achieving marketing goals. Knowledge of social media, search engine optimization and html. Familiarity with the Josef Korbel School and target audience preferred.

Hours per week: 10.0 to 15.0
Hourly rate: \$12.00 to \$14.00
Start Date: September 14th
Primary Contact: Nicole Vilegi
Primary Contact Email: Nicole.vilegi@du.edu

Title: Alumni Development Assistant

Program/Office: Office of External and Alumni Relations

Location: Ben Cherrington Hall, Dean's Suite

Description: The Office of External and Alumni Relations at the Josef Korbel School of International Studies is responsible for cultivating support, maintaining relationships and providing external relations for the School. Located in the Dean's Suite, this office provides a number of opportunities for its alumni and friends, including hosting events with notable speakers, offering academic

forums on international affairs and maintaining regular communication with alumni. We also work closely with the many centers housed at the Josef Korbel School of International Studies.

Summary of duties include, but are not limited to:

- event coordination and logistical support for alumni and development purposes
- coordinating specific departmental projects from beginning to end i.e. alumni publications, special events, surveys, research etc.
- supporting the school's various programs, departments and centers i.e. Social Science Foundation Board, Institute for the Study of Israel in the Middle East, etc.
- assistance maintaining the Josef Korbel School Alumni/Development area on web Site
- assistance with the writing and editing of all alumni and development publications
- administrative tasks such as filing, mailings, and on-campus deliveries
- occasional support for the Dean and his Executive Assistant

Required Knowledge, Skills and Abilities

- Basic knowledge of MS Word and MS Excel required.
- Strong written and verbal communication skills.
- Capacity to manage multiple projects effectively and to meet deadlines.
- Strong organizational skills and attention to detail.
- Maintain confidentiality of all donor, student and faculty information.

Hours per week: 20.0

Primary Contact: Alicia Kirkeby

Primary Contact Email: Alicia.kirkeby@du.edu

Primary Contact Phone: 303.871.2541

Application info: Must submit cover letter and resume to email address above

Title: **Research Assistant**

Program/Office: **Frederick S. Pardee Center for International Futures**

Location: Sié Chéou-Kang Center, Ben Cherrington Hall

Description: Involvement in the work of the Frederick S. Pardee Center for International Futures. Almost all of that work is in support of the International Futures (IFs) modeling system, a computer system for forecasting and analyzing long-term global futures across multiple issue areas (see www.ifs.du.edu) . Most assistants are heavily involved in data gathering and analysis from a large number of sources. Assistants also learn how to use the IFs system for research and forecasting. Expertise with personal computers is required, including mastery of Microsoft Excel software. Some ability with Microsoft Access can be useful, as is statistical knowledge or at least interest. Some writing may be needed and good communication skills are important. The IFs team is an exciting one and provides a very enjoyable working environment.

Available Openings: 1-2

Primary Contact Name: Jonathan Moyer

Primary Contact Email: jonathan.moyer@du.edu

Title: **Office Assistant**

Program/Office: **Frederick S. Pardee Center for International Futures**

Location: Sié Chéou-Kang Center, Ben Cherrington Hall

Description: General support of the Frederick S. Pardee Center for International Futures. Skill in managing the flow of a variety of projects desired. Strong oral and writing communication skills are essential. This position generally supports the production of a volume series of the Center in a variety of ways including organizing mailing lists (electronic and traditional). Expertise with Microsoft Word is required and some quantitative skills are desirable. The IFs team is an exciting one and provides a very enjoyable working environment.

Available Openings: 2

Primary Contact Name: Jonathan Moyer

Primary Contact Email: jonathan.moyer@du.edu