2014-15 student staff positions
We’re hiring!

These positions are for students with work awards as part of their 2014-15 DU financial aid package. Yes/No. Unfortunately, we are only able to hire students with work awards. To review jobs and apply, login to the DU Student Employment website: www.du.edu/studentemployment/students (Students without work awards for next year can explore other campus positions there as well.)

Job#9281 (GO) Operations Assistants
DUTIES: Provide administrative support to office team and demonstrate a strong attention to detail. Will be involved in completing various tasks and projects with some supervision but must be able to work independently. Additionally, may coordinate projects with direction from divisional staff, use standard office equipment and work with confidential material. There may be opportunities to conduct research work on assigned projects and perform other duties as required or assigned. In this role, an individual may be responsible for opening or closing the facilities; ensuring that the office is easily accessible to students, faculty and staff, and maintains a professional point of initial contact.

REQS: • Outstanding communication skills • Some experience serving in an administrative support role • Experience working on Microsoft office products (Excel, Word, PowerPoint, Outlook) • Be able to manage a multi-line telephone (training will be provided) and use a fax and copy machine • Be able to maintain confidentiality of records and information shared • Must be detail oriented, prompt and responsible. $9.50/hour to $13.25/hour

Job#4547 (GO) Student Administrative Assistant II
DUTIES: Support LGBTQ&Aly programs and services by serving as LGBTQ & Allies. • Develop new and maintain existing online and hardcopy resources (e.g., gender neutral bathroom maps, welcoming faith community lists), • Conduct basic online/phone research of campus and community resources, • Support program communications (check program email account, gather items for social media and e-newsletter, assure website info updated), • Assist with logistics for ongoing and occasional educational, advocacy and community-building programs (Q&A training, Gala, rainbow tassels, etc), • Document work in regular reports, and • Assist colleagues with project and program logistics as needed. This position is intended as entry-level, for someone with more interest than experience. (See #8080 for more experienced, Coordinator position.)

REQS: • Interest in working with broadly diverse populations, especially LGBTQ & Allies. • Interest in basic event/program coordination (scheduling, booking space/refreshments), tracking RSVPs, etc) • Demonstrated strong spoken and written English communication skills. • Experience with basic office equipment (copier, phones and desktop computing), including Microsoft Office software, • Strong initiative, attention to details, multi-tasking, time management and follow-through skills. $12.00/hour to $16.75/hour

Job#8080 (GO) Student Administrative Assistant III
DUTIES: Coordinate LGBTQ&Aly programs and services by serving as LGBTQ PROGRAM COORDINATOR, specifically: • Coordinate regular and occasional educational, advocacy and community-building programs (Queer & Ally Training, Q&A Network, Rainbow Know series, socials), including speaker/facilitator scheduling, room booking, publicity, registration, etc, • Research and write up best practices and other new resources for campus community (e.g., Transitioning on Campus Guide, LGBTQ employee benefits guide), • Liaise with campus and community organizations and offices as appropriate, • Document work in regular reports, and • Assist colleagues with other CME project and program logistics as needed. Intended as mid/advanced-level, for someone with more experience than Program Asst position (#4547).

REQS: • Experience working with broadly diverse populations, especially LGBTQ and Allies. • Experience in basic event coordination (scheduling, booking space/refreshments), tracking RSVPs, etc). • Demonstrated strong spoken and written English communication skills. • Experience with basic office equipment (copier, phones and desktop computing), including Microsoft Office software. • Strong initiative, attention to details, multi-tasking, time management and follow-through skills. $9.50/hour to $13.25/hour

Job#8080 (GO) Student Administrative Assistant III
DUTIES: Coordinate LGBTQ&Aly programs and services by serving as LGBTQ PROGRAM COORDINATOR, specifically: • Coordinate regular and occasional educational, advocacy and community-building programs (Queer & Ally Training, Q&A Network, Rainbow Know series, socials), including speaker/facilitator scheduling, room booking, publicity, registration, etc, • Research and write up best practices and other new resources for campus community (e.g., Transitioning on Campus Guide, LGBTQ employee benefits guide), • Liaise with campus and community organizations and offices as appropriate, • Document work in regular reports, and • Assist colleagues with other CME project and program logistics as needed. Intended as mid/advanced-level, for someone with more experience than Program Asst position (#4547).

REQS: • Experience working with broadly diverse populations, especially LGBTQ and Allies. • Experience in basic event coordination (scheduling, booking space/refreshments), tracking RSVPs, etc). • Demonstrated strong spoken and written English communication skills. • Experience with basic office equipment (copier, phones and desktop computing), including Microsoft Office software. • Strong initiative, attention to details, multi-tasking, time management and follow-through skills. $12.00/hour to $16.75/hour

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6462 (GO) Student Administrative Assistant II
DUTIES: Support Intergroup Relations (IGR) programs by serving as IGR PROGRAM ASSISTANT, specifically: • Provide logistics support (book rooms, arrange refreshments, push publicity, monitor registration, prepare materials) for IGR programs. • Support broader diversity/IGR training including logistics, • Conduct online/phone research of IGR research and best practices to improve campus offerings, • Document work in regular reports, and • Assist colleagues with project and program logistics as needed. This position is intended as entry-level, for someone with more interest than experience. (See #6802 for more experienced, Coordinator position.)
REQS: • Interest in working with broadly diverse populations AND with diversity/intergroup programming, preferably in a college/university setting, • Interest in event/program coordination: publicity, registration, refreshments, publicity, etc • Experience with MS Office software, • Demonstrated strong spoken and written English communication skills. • Strong initiative, attention to details, multi-tasking, time management and follow-through skills.
$9.50/hour to $13.25/hour

Job#6802 (GO) Student Administrative Assistant III
DUTIES: Coordinate Intergroup Relations (IGR) programs by serving as IGR PROGRAM COORDINATOR, specifically: • Coordinating all aspects of quarterly Flick & Feedback (movie discussion) program, • Coordinate logistics for larger signature programs (annual Diversity & Unity Retreat, Community Voices and Voices of Discovery dialogues), • Support diversity/IGR training initiatives (Train-the-Trainer, by request trainings), • Document work in regular reports, and • Assist colleagues with project and program logistics as needed. Depending on skill/experience level, there are opportunities to assist with development and delivery of program content as well. This position is intended as mid/advanced-level, for someone with more experience than our Program Assistant position (#6462).
REQS: • Experience working with broadly diverse populations AND with diversity/intergroup programming, preferably in a college/university setting, • Experience with event/program coordination: publicity, registration, refreshments, publicity, etc, • Experience with MS Office software, • Demonstrated strong spoken and written English communication skills. • Strong initiative, attention to details, multi-tasking, time management and follow-through skills. $12.00/hour to $16.75/hour

Job#6463 (GO) Student Administrative Assistant III
DUTIES: Coordinate divisional outreach efforts in hardcopy and digital media by serving as COMMUNICATIONS COORDINATOR, specifically: • Maintain unit online presence through website and social media presence updates, • Develop and maintain IE resources for web-posting and physical distribution, • Manage in-office bulletin boards, • Coordinate unit enewsletter and emailing lists, • Support marketing efforts of unit programs through design of hardcopy/digital flyers, social media campaigns, etc, and • Document work in regular reports.
REQS: • Demonstrated literacy in MS Office Suite and social networking site utilization (e.g., Facebook, Twitter, LinkedIn); basic digital graphic skills preferred. • Knowledge of and experience with broadly diverse populations. • Demonstrated strong spoken and written English communication skills. • Strong initiative, attention to details, multi-tasking, time management and follow-through skills. $12.00/hour to $16.75/hour

Job#5205 (GO) Campus and Community Partnership Assistant
DUTIES: Provide clerical/administrative support to the Assistant Provost for Campus and Community Partnerships. Duties will include carrying out a variety of logistical operations for event and meeting planning including reserving rooms, ordering food, sending out meeting reminders, taking notes and compiling materials for events. In addition, duties may include writing correspondences, making phone calls, and conducting research on a variety of Inclusive Excellence topics.
REQS: Knowledge of DU internal systems including multimedia services, the various systems to reserve space, food services and how to access other needed DU services. Basic computer skills and the ability to work well in a public setting. Basic understanding of diversity and or inclusive excellence work.
$11.00/hour to $15.50/hour

Job#8205 (GO) Campus and Community Partnership Coordinator
DUTIES: Provide support to the Assistant Provost for Campus and Community Partnerships in developing and administering projects related to collaborative efforts to advance Inclusive Excellence at DU. This will include coordinating events, attending meetings, representing the Assistant Provost at student focused meetings when appropriate and supporting affinity groups on campus.
REQS: Enrolled full-time in bachelor’s degree program or graduate program. Experience in coordinating programs, events and managing logistics for projects. Ability to multi task. Excellence written and verbal skills. Ability to work independently or in a team. $12.00/hour to $16.75/hour