Position: Honor Code Council Office Manager

Compensation: 12.85/hour; Student Admin IV

Hours: 10-12 hours/week Spring & Fall semester, reduced summer hours

Requirements:

- Proficient with Microsoft Office Suite
- Strong communication abilities (verbal and written)
- Organized
- Self-motivated
- Attentive to detail
- Problem-solving skills
- Ability to remain professional
- Strong emotional intelligence
- Team orientated

Desired Qualifications:

- Understanding of FERPA and privacy/record-keeping compliance
- Working knowledge of campus and processes
- Previous administrative position held

Summary:

The Office Manager oils the gears to ensure the Honor Code Office machine moves forward. The Office Manager will be responsible for: processing incoming cases, assigning cases to Case Representatives, sending initial contact emails to accused students, tracking and ordering office supplies, answering general questions (via email and/or phone) from faculty, staff, and students, and assisting the Chair with various projects and tasks.

Required Documents:

- Cover letter
- Resume or CV  
  -Please include name, year, major(s), and student ID number  
  -Include at least two professional and/or academic references

*Email all documents to honor@colorado.edu