**Student Coordinator Job Description**

Global Studies Residential Academic Program (G‐RAP)

**Job Title:** G‐RAP Student Coordinator

**Job Duties:** The Student Coordinator performs administrative duties as requested by the Program Manager and acts as a resource for students. He/she is available and prepared to answer students’ questions about classes, registration, G‐RAP requirements, and CU in general.

Primary responsibilities include advertising (flyers, Facebook, etc.) and assisting with G‐RAP events, maintaining G-RAP bulletin boards, delivering campus mail, running errands for the Program Manager, and keeping students up-to-date on G-RAP, campus, and other events of interest. Duties also include making copies and scans and keeping office and storage spaces organized. Past projects have included organizing the International Photo Contest, creating the Beginning of the Year Scavenger Hunt, and facilitating activities at the End of Year Barbeque. Based on performance, duties may expand to include writing the G‐RAP Weekly Announcements, maintaining the G‐RAP website, and completing financial forms.

**Qualifications:** The ideal individual for this position is self‐motivated and outgoing with excellent verbal and written communication skills. Attention to detail is essential. He/she is a quick learner and a creative problem-solver, and will take initiative in developing and following through on new ideas/projects for the program. A positive, can‐do attitude is a must, as is a love of G-RAP!

Technical qualifications include experience with computers and proficiency with Microsoft Word, Excel, and PowerPoint. Desired, but not required – experience with Photoshop and Adobe Acrobat.

**Requirements/Details**:

• Must be a current G-RAP student, enrolled in a minimum of 12 credit hours in the Fall 2015 semester

• Willing to commit to a minimum of two consecutive semesters when hired for employment with G-RAP, with the possibility of working four consecutive semesters

• Ability to work 10 – 15 hours/week

• Pay starts at $10.00/hour

• Work‐study students especially encouraged to apply

**To Apply**: Please complete the Student Coordinator Application and email it, along with a resume (if you have one), to Jeanine Reinke at jeanine.reinke@colorado.edu Contact Jeanine with any questions.

Applications are due no later than **Friday, August 28, 2015**.