Our vision is to connect all CU Boulder students with experiences that promote student success, personal growth, and a vibrant campus community.

Position Announcement
Position: Resource Center Assistant
Position Type: Student Assistant I
Compensation: $8.31/hour; 10-15 hours per week

Work study is required. Undergraduates only.

Application Deadline is: Priority deadline is July 22nd

Position Description
This Resource Center Assistant is primarily responsible for providing support to the Resource Center in the Center for Student Involvement. Additional responsibilities include providing high level customer service, referring students, staffing the front desk of the Resource Center, monitoring and tracking supply usage, and supporting other events in the department, when appropriate.

About the Center for Student Involvement
As a unit within Student Affairs, the Center for Student Involvement is a multifaceted team working together to support students and student organizations. We create an engaging and inclusive environment that promotes leadership development, cultural awareness, and community involvement to help students find their passion and their place.

Resource Center
The Resource Center provides a variety of services to recognized student organizations, including printing, copying, teambuilding activities, collaboration space, as well as a variety of craft supplies. The goal is to connect students with resources, both internal and external to our office, that will help their organization flourish on campus. Our office helps to build community, educate students about involvement opportunities, and provide fun and energetic environments.

Position Duties & Responsibilities
1. Manage resource center desk including, but not limited to, directing phone calls, guests, and issues to appropriate person or person(s)
2. Maintain a clean & welcoming environment in the Resource Center for CSI.
3. Proactively monitor and track supply needs, including a wide variety of craft and printing supplies.
4. Provide additional support to areas of the Center for Student Involvement as needed.
5. Provide excellent customer service.
6. Learn and practice approaches for providing basic information to student organizations about their accounts, status, etc.
7. Be knowledgeable of and stay current with campus resources.
8. Perform other duties, as assigned.

Average Hours / Week:
Ideal candidate will begin mid-August and work 10-15 hours a week throughout the semester. Potential to work over the summer as well if desired.
Required Skills
1. Excellent clerical, computer, customer service, event planning, and time/project management skills.
2. Excellent communication and organizational skills.
3. Must be able to work well with diverse groups, demonstrate a positive attitude, and a strong ability to troubleshoot situations, be responsible, dependable, and willing to take initiative.
4. Passion for graphic design/arts and crafts.
5. Ability to use creative problem solving in helping student organizations.

Anticipated Student Learning and Development Outcomes:
The Center for Student Involvement (CSI) is dedicated to supporting the learning and development of the whole student. Therefore, the CSI supports and provides multiple training opportunities as well as coaching or evaluation feedback for its student employees. The CSI also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities.

- **Organization/Planning:** Develop goals and design plans to meet those goals
- **Adaptability:** Relate to many types of people and situations
- **Communication:** Express oneself clearly in a variety of situations
- **Financial Management:** Plan, develop, monitor, and manage a budget
- **Leadership:** Manage a program
- **Humanitarianism:** Understanding and appreciation of human differences; cultural competency; social responsibility
- **Interpersonal and Intrapersonal Competence:** Develop and maintain positive and productive professional relationships with campus community; apply and teach intercultural communication skills
- **Practical Competence/Teamwork:** Interact and conduct one’s self in a professional environment; identify ways in which this position can help with current or future academic and/or career pursuits; collaborate with others in a goal-orientated setting

To apply for this position, you must submit the following:
1. Application
2. Resume with relevant employment and volunteer experience

Job Posting Contact
Please submit completed application and resume to John Sagehorn, Resource Center Coordinator via email to john.sagehorn@colorado.edu by the priority deadline of July 22nd.

Equal Opportunity Employer
The University of Colorado is an Equal Opportunity Employer committed to building a diverse workforce. We encourage applications from women, racial and ethnic minorities, persons with disabilities and veterans.

Background Checks
The University of Colorado Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, background checks may be conducted.