



Boulder Faculty Assembly

UNIVERSITY OF COLORADO **BOULDER**

Title: BFA Communications & Assembly Assistant
Level: Student Assistant – Intermediate/Advanced
For: AY 21-22
Hours: 6-10 hours per week
Pay: \$15 hourly

Description:

The BFA Student Communications & Assembly Assistant is responsible for several communications related duties. The student will also assist the Program Coordinator and another student worker in BFA General Assembly support duties. Additionally, this position is responsible for carrying out general office administration tasks per the Program Coordinator and will work on various projects for the BFA Chair as assigned. An interest in editing websites, creating newsletter/digest, as well as surveys, is critical. This position works closely with faculty and upper administration and requires some evening work for planning and staffing events. The ideal candidate will have strong verbal and written communication skills and be very detail oriented. This position also requires strong IT skills and facility with Microsoft Office products including Word, Excel, and Teams. Will also require familiarity with Adobe Acrobat. Experience with website editing in either Drupal or WordPress is also preferred, but not required.

Regular duties include:

- **Website Editing/Maintenance**- frequent updates and modifications
- **Newsletter/Digest** – work closely with the Program Coordinator to create a monthly update for BFA members for distribution.
- **BFA Excellence Awards** - assist BFA Program Coordinator with all aspects of these awards including website nomination information, selection processes, awardee communications, and ceremony coordination.
- **Special Projects** – Assist the BFA Chair, BFA Program Coordinator, or SR. BFA Student Assistant with special projects as needed.
- **General Office**- email, mail, shredding, general office cleaning and organization, filing, campus errands, etc.

Apply: Send resume to: bfa@colorado.edu. State hours you can work (a block of 2-3 hours is needed for 2-3 weekday shifts). Note availability on Thursday afternoons from 2-5pm. Special events and other projects will be separate. Open until filled.

Boulder Faculty Assembly (BFA)
Regent 1B37 - UCB 046
University of Colorado Boulder
Boulder, CO 80309

303-492-6271
www.colorado.edu/bfa