



Student Government

UNIVERSITY OF COLORADO **BOULDER**

2023-24 Chief of Staff Job Application

Dear applicant,

The Chief of Staff assists in management of all executive functions including but not limited to: facilitating the consolidation of timesheet data, creating and maintaining a CU Student Government and University event calendar, setting agendas for Cabinet and Staff meetings in collaboration with the Executives, taking minutes at meetings, facilitating training of all Executive Staff members, organizing beginning-of-year retreat, attending department meetings and other meetings to assist in the overall guidance of Cabinet affairs including the hiring of executive staff, serving as proxy for the Executives in any and all capacities when required, maintaining weekly office hours, attend campus events representing CU Student Government

Qualifications for this position include but are not limited to: a passion and desire to serve fellow students, exceptions interpersonal skills such as communication, teamwork, facilitation and leadership, strong organizational skills, and experience event planning and community building. A comprehensive understanding of CU Student Government is preferred but not required.

Applications will be reviewed as they are received, and you will be contacted by the Tri-Executives for interviewing if qualified. Please feel free to reach out to any of the executives with any questions or concerns.

COMPLETED APPLICATIONS AND RESUMES SHOULD BE SENT TO:

President.Aguijosa@colorado.edu President.Bretholtz@colorado.edu President.Cromwell@colorado.edu

Applicant Information		
First Name		Last Name
Email Address		Are you planning to study abroad this spring? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Dates Available for Interview (indicate virtual/in-person)		Pronouns
Year in School	Major & Minor	Phone Number
Signature		Date

CUSG supports and contributes to creating and sustaining a diverse, multicultural, socially just and inclusive campus climate by learning about, recognizing and honoring the diverse backgrounds, histories, identities and life experiences of all our students. We strongly encourage applicants of all backgrounds to apply. Please share any accommodation requests for interviews with this application email.

Why are you interested in this position?

What prior experience do you have that prepares you for this position?

What do you bring to the work environment?

How do your passions contribute to this role and to CU Student Government?

What other student groups or off-campus groups are you involved in?

How do you manage conflict?