

Student Organization Assistant

Position Announcement

Position: Student Organization Assistant

Position Type: SA level I

Compensation:

- \$15.00/hour; 10-12 hours/week

Work Study Required; Undergraduates only

Application Deadline: Position opened until filled.

Position Description

This position is open to qualifying undergraduate students who are interested in supporting the 500+ Recognized Student Organizations (RSO) and their registration processes and daily operations. The students will report to the Coordinator for Student Organizations and will support with all functions that relate to RSOs. Some responsibilities include managing BuffConnect, a student organization management system, processing of organization agreements, Organization Administrator updates, and directory changes, checking CSI office organization email accounts and responding to inquiries. The Student Assistant may also be responsible for supporting the CSI Front Desk by greeting and screening walk-ins, answering phones, and connecting individuals to the proper CSI staff. The Student Assistant may be asked to assist with trainings and additional CSI programs on an as needed basis.

This role is expected to function primary in-person with opportunities for remote work.

About the Center for Student Involvement

As a unit within Student Affairs, the Center for Student Involvement (CSI) 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. Our vision is to connect all CU Boulder students with experiences that promote student success, personal growth, and a vibrant campus community.

Student Engagement: Recognized Student Organizations

CSI supports the management and operation of over 500+ RSO's on-campus. Ways in which CSI supports student organizations include the management of the BuffConnect system, oversight of the annual registration process and creation of new student organizations, support from CSI liaisons for event planning and submitting funding requests, and financial support including assistance with purchasing.

Position Duties & Responsibilities

1. **Recognized Student Organization Management (75%):**
 - a. Support students looking to create new RSOs through initial meetings and educating them on the Annual Registration process.
 - b. Support the Coordinator for Student Organizations with overseeing and managing the student organization directory system, BuffConnect.

- c. Create and update Organization Administrators to ensure all organization contact information is up to date.
- d. Support and co-facilitate the Annual RSO Trainings with the Coordinator for Student Organizations.
- e. Support other RSO-related trainings and events.
- f. Manage and distribute the virtual RSO Newsletter in coordination with the Coordinator for Student Organizations.
- 2. **Administrative Duties (15%)**
 - a. Monitor the studentorganizations@colorado.edu email account. Respond to any inquiries directly or direct them to the appropriate parties.
 - b. Support CSI Front Desk by greeting customers, answering phones, screening questions, and connecting customers with the proper CSI staff member.
 - c. Support the CSI Resource Center and the CSI Finance Team as needed.
- 3. **Events and Programming (10%)**
 - a. Support all major CSI events and programs as determined by the Coordinator for Student Organizations.

Required Skills

- 1. Student currently enrolled full-time at the University of Colorado Boulder
- 2. Excellent clerical, computer, customer service, event planning, time/project management, and organizational skills.
- 3. Excellent communication and organizational skills.
- 4. Must be able to work well with diverse groups, have strong communication skills, demonstrate a positive attitude, and a strong ability to trouble shoot situations, be responsible, dependable, and willing to take initiative.
- 5. Must be in good academic standing with the institution

Average Hours/Week

This position will work 10-12 hours/week during the fall and spring semester. Additionally, limited summer hours may be available.

Learning Outcomes

- 1. Analyze situations and construct thoughtful and professional response(s) using their training and on-the-job experience.
- 2. Articulate the mission of their unit and connect it to their tasks and responsibilities
- 3. Ability to accurately understand and adapt behavior to cultural difference and commonality
- 4. Constructive self-reflection of their choices, the impact on others and what can be done differently next time

To apply for this position:

Please complete our online application form, located here: [CSI Student Job Application](#)

- 1. You will be required to log in with your Identikey to complete this form.
- 2. You will be asked:
 - To upload a resume
 - To provide your work availability
 - To write about any skills/experiences you have that will benefit the job

Job Posting Contact

For questions about the position, please contact Austin.Lujan@colorado.edu.

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.