

MENV Capstone GSA

Dates of employment: Summer 2025 - Spring 2026

Option to continue each semester, but the ideal candidate will be able to stay on to help ensure continuity and transfer of knowledge.

To apply, please email alice.reznickova@colorado.edu by Monday, March 3, 2024 @ 5 pm with 1) your resume and 2) responses to application question below.

The MENV Capstone GSA will report to the Capstone Lead, Alice Reznickova. Please reach out to Alice (alice.reznickova@colorado.edu), Sarah (sarah.nick@colorado.edu), Emily (emily.palanjian@colorado.edu), Bailie (bailie.schultz@colorado.edu), or Hannah (hannah.reed-1@colorado.edu) with any questions.

Application Question (Max. 300 words)

What specifically appeals to you about this GSA position? Explain what you would bring to and what you hope to gain from this position.

Position Description:

The MENV Capstone Lead is seeking detail-oriented, organized, and creative MENV students with strong interpersonal and communication skills. The Capstone GSAs will support the Capstone Lead in planning and executing the annual Capstone Project Cycle, including day-to-day logistics and planning of signature MENV events (in-person, virtual and hybrid), as well as undertaking research projects to support development of the Capstone program, such as comparisons to other graduate programs.

In this role, students will serve as student voices in the Capstone process and will be invaluable partners to the Capstone Lead in brainstorming and reflection. As such, the ideal candidate will need to maintain confidentiality. Finally, as our Capstone work is rooted in accessibility and fairness, it is expected that the candidates will support program development by building these practices into the Capstone and CIL curriculum.

The ideal candidate will need to juggle their responsibilities as an MENV Capstone student and Capstone GSA. Please note that the highest workload for a Capstone GSA is often during times of high pressure for Capstone students, such as in preparation and during the Capstone Symposium. The candidate will be able to provide support flexibly, often on short notice and after business hours, and maintain open communication lines.

Responsibilities will be split between several individuals and include:

- **General Capstone Support**
 - Attend and contribute to weekly meetings with Capstone Lead and peers to review work and identify upcoming tasks and priorities
 - Write, edit, and/or proofread communications and meeting summaries
 - Organize and maintain all Capstone records
 - Organize and review information, often working with spreadsheets
 - Serve as an ambassador of the MENV program on and off campus

- **Marketing and Communications**
 - Develop marketing and informational materials (MENV website, fact sheets, presentations, monthly newsletter, etc.)
 - Design and maintain website content
 - Develop social media content for upcoming events
- **Partner Management and Relations**
 - Support facilitation of Capstone Partner recruitment, including but not limited to proposal collection, proposal review, project release, and partner orientation
 - Develop training and support materials for Capstone advisors and partners including information sessions, orientations, meetings, Canvas content, and more
 - Create and distribute Letters of Engagement
- **CIL Operational Support**
 - Organize CIL Workshops
 - Develop CIL Canvas materials
 - ⊖ Attend some sections of CIL as a resource for student teams
- **Strategic Planning & Research**
 - Support evaluation of the Capstone program
 - Support continual strategic planning for Capstone and CIL
 - Conduct research and analysis (e.g., best practices, sustainability competencies, careers)
 - Develop annual Capstone Impact Report
- **Event Planning and Execution**
 - Plan key Capstone events, including Capstone Networking Event, Design Workshop, Poster Session, Capstone Symposium, Alumni Engagement Day, Career Development Expo, and others
 - Coordinate logistics for events, entailing room reservations, parking, catering and other responsibilities
 - Prepare professional communication materials, agendas, and resources for different attendee groups, including partners, advisors, students, and other faculty and community members
 - Work during these events (unless attending as a student), entailing on-the-fly problem solving
 - Create event templates and use project management tools to streamline event organizing

What you will learn/gain:

- Hands-on experience with large-scale program design, execution, and evaluation (including strategy)
- Project management
- Development of effective program materials
- ⊖ Research and knowledge dissemination
- ⊖ Coordinating and hosting professional multi-stakeholder events and effective gatherings
- Cross-team coordination
- Professional communication strategies with diverse stakeholders, including through social media
- Technical proficiencies with Excel and survey software Qualtrics

- Build and deepen relationships with MENV staff, faculty, students and partners to grow your network and community.

What we require:

- Current 1st Year MENV student
- Proficient in MS Office Suite & Google (Gmail, Google Calendar, GDrive)
- Strong Microsoft Excel skills

About you:

- RESULTS-ORIENTED: You are able to prioritize and multi-task. You are responsive and value quality work. You are able to manage high volumes of feedback with short turnarounds and can stay on time and on budget.
- ORGANIZED AND DETAILED: You manage your projects and information in an organized way to ensure items don't slip through the cracks, and you pay close attention to detail.
- CREATIVE AND FLEXIBLE: You can clearly communicate complex information in a creative way and are able to adapt to changing conditions easily.
- COMFORTABLE WORKING IN A STRUCTURED AS WELL AS AN UNPREDICTABLE ENVIRONMENT.
- TEAM PLAYER. You produce quality work independently and as a team. You take initiative and contribute to team dynamics by offering new ideas and creative solutions to unexpected or surprising challenges. You are not discouraged when not all your ideas can be prioritized or implemented. You provide feedback constructively and accept feedback – you are willing to go through multiple iterations of deliverables to get a high-quality result.
- SELF-STARTER: You have an entrepreneurial mindset and are interested in growth opportunities.
- DIPLOMACY: You have experience navigating and reporting sensitive issues or information with good judgment. You can maintain confidentiality.
- CANVA SKILLS: You have basic familiarity with Canva and the ability to create flyers, programs, and other materials (or are excited to learn).

Dates of employment:

Summer 2025 with an option to continue each semester through graduation. Training will begin in the last week of April.

What we can offer:

The hourly wage for this position starts at \$20/hour. Hours are expected to be roughly 5 hours/week during the summer and 10 hours/week during Fall and Spring semesters. More information on [Student Employee benefits](#) can be found here.

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individuals are encouraged to apply. [Click here for a list of ADA and Title IX coordinators.](#) To view the Regent policy, [please click here.](#) This organization participates in E-Verify. We will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each employee's I-9 form to confirm work authorization.

Reasonable Accommodations for Applicants with Disabilities

CU Boulder is committed to making information and resources that are available via the web accessible for all users. If you are a job seeker and need accessibility assistance or an accommodation in order to apply for one of our open positions, [please submit an accessibility request](#) or call 303-735-4357 (5-HELP) to submit a request for assistance.