

MENV Environmental and Natural Resources Specialization Graduate Student Assistant

What your key responsibilities will be:

The MENV Program is currently seeking a dynamic self-starter with relevant professional experience and excellent interpersonal skills to help support the Environmental and Natural Resources Policy (ENRP) Specialization. The ENRP Graduate Student Assistant will provide general support for the specialization and will be directly supervised by the MENV Environmental and Natural Resources Policy Specialization Lead.

This position will assist with the administration of the specialization by providing support to the ENRP Specialization Lead. The position will build and maintain relationships with current students, prospective students, faculty, alumni, staff, and community partners through direct involvement in activities and developing communications. In addition, the ENRP Graduate Student Assistant will work with the Specialization Lead to plan events, including field trips, workshops, and other professional opportunities for the ENRP Specialization.

The position sits within the Masters of the Environment (MENV) Graduate Program, which is administered by the Environmental Studies Program at CU Boulder

Specialization and Program Support

- Research elective offerings at CU Boulder and CU Denver that are appropriate for MENV ENRP students. Engage with relevant departments, as necessary.
- Compile, organize, analyze, and track specialization data and metrics as needed.
- Coordinate scheduling of specialization meetings, reserving space, and take notes as needed.
- Assist with the coordination of specialization events for the ENRP Specialization.
- Attend and assist with internal and external MENV events as a representative of the MENV program.
- Provide general office support, including assisting with printing, copying, mailing, event planning, etc.
- Collecting resources, coordinating with lecturers, preparing materials, and other actions to support the Specialization's academics.

Communications

- Provide specialization specific content for MENV communications, as needed.
- Respond to email and phone inquiries regarding general program or ENRP Specialization specific questions from prospective, new, and existing students.
- Assist with providing content for social media platforms, as requested.

- Work closely with other MENV staff, including other Specialization GSAs, MENV Recruitment & Outreach Specialist and Employer & Alumni Engagement Manager.

Recruitment & Outreach

- Coordinate scheduling, travel, and other logistics for specialization field visits, seminars, workshops, guest speakers, recruitment and networking events, off-campus meet-ups, etc.
- Assist with the planning and coordination of community events, such as a specialization film night – for either the program or Specialization.
- Liaise with community partners at MENV events.
- Act as ambassador of MENV program on and off campus.
- Assist with the creation of information packets for prospective students.
- Meet with prospective students as necessary.
- Assist with the coordination of events for prospective students.
- Attend all information session, open houses, and admitted student events.

There will be some evening and weekend work, as well as possible occasional in-state travel.

What we can offer:

The hourly wage for this position starts at \$20/hour for 10 hours per week.

Start Date: TBD (Summer or Fall 2025)

What we require:

- Bachelor's degree from an accredited college or university
- Proficiency in MS Office Suite

What you will need:

- Outstanding interpersonal and communication skills
- Excellent organizational skills
- Experience navigating and reporting sensitive issues or information with good judgement and diplomacy
- Comfortable with enforcing policies and procedures
- The ability to work independently and on a team
- The ability to take initiative independently as needed

Submit your application, current resume, and responses to the questions below to Gregor MacGregor, ENRP Specialization Lead, by Monday, March 31st at Gregor.MacGregor@colorado.edu. Interviews will follow.

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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.

ENRP Specialization Graduate Student Assistant Position

Application Questions

1. Are you proficient in Microsoft Office and other platforms?
2. Do you have experience with social media platforms? If so, please explain.
3. Do you have a valid driver's license and car? (Not mandatory, but position may require use of a vehicle if applicable.)
4. Which ENRP and MENV events have you attended?
5. Describe your academic research and writing experience and proficiency.
6. If hired, what would your student-facing priorities be as the ENRP GSA? Feel free to include any events you are interested in organizing or continuing, limiting your response to 500 words.
7. If hired, what would your faculty and staff-facing priorities be as the ENRP GSA? Feel free to include any events or projects you are interested in organizing or continuing, limiting your response to 500 words.