

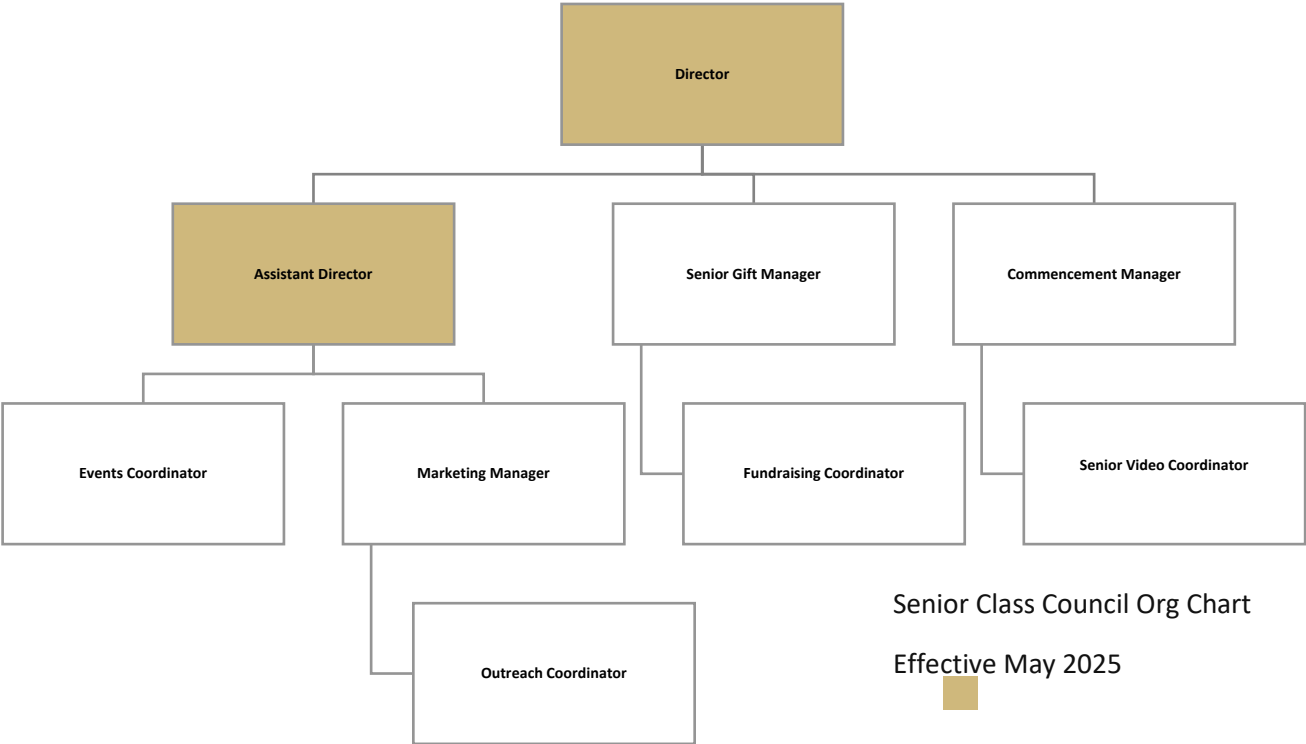
Senior Class Council

Leadership Positions AY 25-26

Senior Class Council (SCC) is a committee of student representatives devoted to elevating the senior class experience. We do this through unifying and celebrating the graduating class in the pursuit of building pride, tradition, and community.

This document outlines our organization structure and positions of Senior Class Council.

SCC Org Chart



Senior Class Council Org Chart
Effective May 2025

SCC Executives (Paid)

General SCC Executives (Paid Staff) Expectations

Senior Leadership team members are the Director and Assistant Director. These members will have slightly more responsibility and committed time than Director level positions within SCC, and therefore are compensated positions.

- The full term for leadership positions is May 2025, through May 2026
 - This will include a month-long transition period with outgoing exec in April of 2025. Attendance is required at the SCC Transition Retreat (date TDB).
- Be eligible for student employment under the CU Boulder student employment policies.
- Attend weekly SCC executive meetings - this will include Advisor, Director, and Assistant Director.
- Attend weekly SCC leadership meetings - this will include all leadership positions within SCC.
- Meet weekly with the SCC Advisor.
- Hold regular meetings with respective teams bi-weekly.
- Support all SCC events, partnerships, programs, and other on campus activities.
- To be successful in terms of outreach, events, recruitment, and marketing, all SCC members must be responsive and willing to participate in additional group tasks.
- Contribute 10-15 hours of work per week.
- Complete all job responsibilities as listed below.

General Leadership Positions Expectations

- The full term for leadership positions is May 2025, through May 2026
 - This will include a month-long transition period with outgoing exec in April of 2025. Attendance is required at the SCC Transition Retreat (date TDB).
- Attend weekly SCC leadership meetings - this will include all leadership positions within SCC.
- Support all SCC events, partnerships, programs, and other on campus activities.
- To be successful in terms of outreach, events, recruitment, and marketing, all SCC members must be responsive and willing to participate in additional group tasks.
- Contribute 3 - 5 hours of work per week.
- Attend biweekly meetings with respective SCC executive lead.
- Complete all positional duties as listed below.

Senior Class Council Position Descriptions

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Senior Class Council Director

Position Announcement

Position: Senior Class Council Director

Position Type: Student Assistant II

Compensation: \$16.85/hour for approximately 10 Hours/week

Undergraduates only. Work Study preferred, but not required.

Application Deadline: February 28th, 2025

Position Description

The University of Colorado Boulder Senior Class Council is a student-managed department within the Center for Student Involvement. Senior Class Council (SCC) is a committee of student representatives devoted to elevating the senior class experience. We do this through unifying and celebrating the graduating class in the pursuit of building pride, tradition, and community.

The Senior Class Council Director is responsible for general oversight and management of all Senior Class Council members, events, and services. The Director manages the leadership board of 1 paid and 8 volunteer positions. The Director also serves as the main point of contact for university administrators for SCC, responsible for coordinating the operations of SCC, and serves as the voice of students in the administration of the Senior Gift and Commencement process.

Preference will be given to candidates with prior experience with Senior Class Council and rising seniors. This position may work irregular hours at times, including evenings, late nights, and weekends.

Position Duties & Responsibilities

1. Supervise all Senior Class Council leadership team members.
2. Oversee hiring and training of all Senior Class Council staff, including planning and executing onboarding, retreats, goal setting, and evaluations.
3. Ensure all staff are meeting positional responsibilities and hold staff accountable when needed.
4. Plan and facilitate all Senior Class Council meetings and celebrations.
5. Serve as a member of the CU Boulder Commencement Committee.
6. Serve as a member of the CSI Board.
7. Meet weekly with SCC Advisor, SCC Executives, and SCC Leadership Team. Meet biweekly with Senior Gift and Commencement teams.
8. Maintain Senior Class Council physical and virtual spaces including the SCC Office, email, OneDrive, Teams, etc.
9. Provide input on the SCC Budget during the CUSG Budget process.
10. Deliver the student Commencement Address.
11. Maintain positive working relationships with campus and community partners including but not limited to Alumni Association, Office of the Chancellor, Scholarship Services, CUSG, etc.
12. Other duties as assigned.

Required Skills

1. Excellent interpersonal communication, time/project management, and organizational skills.
2. Ability to manage multiple tasks, work autonomously and independently in a fast-paced environment.
3. Demonstrate a positive attitude.
4. Passion or creativity, programming, innovation, and/or event planning.
5. Must be able to work well with diverse groups, demonstrate positive attitude, and a strong ability to trouble shoot situations, be responsible, dependable, and willing to take initiative.
6. Preference for prior experience working in Senior Class Council.
7. Preference for a rising senior.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 10-15 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be required.

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, you must submit your application online:

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The application form is linked above. You must attach all three to be considered for the position. Please apply via our online application.

Experience in Senior Class Council is highly valued in all applicants. All applicants must be a currently enrolled student at CU Boulder, carrying at least 9 credit hours.

Job Posting Contact

For questions about the position please contact: SCC@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.

Our vision is to connect all CU Boulder students with experiences that promote student success, personal growth, and a vibrant campus community.

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Senior Class Council Assistant Director

Position Announcement

Position: Senior Class Council Assistant Director

Position Type: Student Assistant I

Compensation: \$16.00/hour for approximately 10 Hours/week

Undergraduates only. Work Study preferred, but not required.

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Assistant Director is responsible for general oversight and management of all Senior Class Council's graduate engagement initiatives including events, marketing, and outreach. The Assistant Director manages a team of 3 volunteer positions. The Assistant Director serves as the main lead for Senior Class Council's signature events including Fall/Spring Welcome events, Homecoming events, and Senior Stroll.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

Position Duties & Responsibilities

1. Serve as the main contact for SCC in the absence of the SCC Director.
2. Supervise Senior Class Council's Events Coordinator, Marketing Manager, and Outreach Coordinator.
3. In collaboration with the SCC Director, oversee hiring and training of all Senior Class Council staff, including planning and executing onboarding, retreats, goal setting, and evaluations.
4. Ensure all staff are meeting positional responsibilities and hold staff accountable when needed.
5. Meet weekly with SCC Advisor, SCC Executives, and SCC Leadership Team. Meet biweekly with Events and Marketing teams.
6. Coordinate orders for all SCC merchandise, apparel, nametags, etc.
7. Serve as the main event planner for SCC's Signature Events including First Day of Class Photos, Homecoming events, Senior Stroll, etc.
8. Support the Events Coordinator in the coordination of all SCC community oriented events such as Senior Sunrise, Senior Sunset, Winter Grad Celebration, Grad Days, etc.
9. Support the Marketing Manager and Outreach Coordinator in the development of a comprehensive brand standard for Senior Class Council.

10. Maintain positive working relationships with campus and community partners including but not limited to Alumni Association, Office of the Chancellor, CUSG, Student Affairs Communications, etc.
11. Other duties as assigned.

Required Skills

1. Excellent interpersonal communication, time/project management, and organizational skills.
2. Ability to manage multiple tasks, work autonomously and independently in a fast-paced environment.
3. Demonstrate a positive attitude.
4. Passion or creativity, programming, innovation, and/or event planning.
5. Must be able to work well with diverse groups, demonstrate positive attitude, and a strong ability to trouble shoot situations, be responsible, dependable, and willing to take initiative.
6. Preference for prior experience working in Senior Class Council.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 10-15 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be required.

Learning Outcomes

1. Analyze situations and construct thoughtful and professional response(s) using their training and on-the-job experience.
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Senior Class Council Events Coordinator

Position Announcement

Position: Senior Class Council Events Coordinator

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Events Coordinator is responsible for the planning and implementation of community oriented events for graduating students.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Events and Marketing teams.
2. Serve as the main event planner for SCC's community oriented events such as Senior Sunrise, Senior Sunset, Winter Grad Celebration, and Grad Days.
3. Maintain positive working relationships with campus and community partners including but not limited to Alumni Association, CUSG, Student Affairs Communications, etc.
4. Other duties as assigned.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 3-5 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be possible.

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Senior Class Council Marketing Manager

Position Announcement

Position: Senior Class Council Marketing Manager

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Marketing Manager is responsible for managing the Senior Class Council web and social media presence to promote events and encourage engagement with the senior class. Additionally, the Marketing Manager will work closely with Student Affairs Communications to request marketing assets and ensure compliance with university brand standards.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Events and Marketing teams.
2. Supervise the SCC Outreach Coordinator.
3. Serve as the main social media and web manager for Senior Class Council.
4. Work closely with Student Affairs Communications to request marketing assets and share SCC's branding/marketing needs.
5. Manage SCC's BuffConnect and Forever Buff's Network pages.
6. Maintain positive working relationships with campus and community partners including but not limited to Student Affairs Communications, etc.
7. Other duties as assigned.

Average Hours/Week

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Senior Class Council Outreach Coordinator

Position Announcement

Position: Senior Class Council Outreach Coordinator

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Outreach Coordinator is responsible for bolstering SCC's engagement across campus and in the CU Boulder Community through direct outreach to seniors to help promote SCC's events, develop partnerships for events with student organizations or local businesses, and coordinates SCC's presence at tabling events.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Events and Marketing teams.
2. Coordinate outreach to seniors through tabling events/initiatives such as BIF, Grad Bash, Spirit Days, etc.
3. Work with the Assistant Director to identify business to support Senior Stroll, and the Commencement Manager to coordinate sponsors for Commencement Breakfast.
4. Develop content for inclusion in senior newsletters on behalf of SCC.
5. Maintain positive working relationships with campus and community partners including but not limited to Student Affairs Communications, Commencement Committee, Alumni Association, Herd Leadership Council, etc.
6. Other duties as assigned.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 3-5 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be possible.

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Senior Class Council Senior Gift Manager

Position Announcement

Position: Senior Class Council Senior Gift Manager

Application Deadline: February 28th, 2025

Position Description

The University of Colorado Boulder Senior Class Council is a student-managed department within the Center for Student Involvement. Senior Class Council (SCC) is a committee of student representatives devoted to elevating the senior class experience. We do this through unifying and celebrating the graduating class in the pursuit of building pride, tradition, and community.

The Senior Class Council Senior Gift Manager is responsible for oversight and administration of the senior class gift (Seniors Creating Future Buffs Scholarship) and exploring new opportunities to expand the senior gift. The Senior Gift Manager oversees the Fundraising Coordinator to help set intentional goals to grow the senior gift.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Senior Gift and Commencement teams.
2. Supervise the SCC Fundraising Coordinator.
3. Oversee and manage the SCC "Seniors Creating Future Buffs Scholarship" including reviewing the scholarship timeline, application, review rubrics, and selection process on an annual basis.
4. Work in collaboration with The Herd Leadership Council and The Alumni Association to ensure SCC's participation in Student Philanthropy Month.
5. Work with the SCC Fundraising Coordinator to set realistic fundraising goals to help grow the Senior Gift.
6. Maintain positive working relationships with campus and community partners including but not limited to Student Affairs Communications, etc.
7. Other duties as assigned.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 3-5 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be possible.

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Position Posting Contact

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Senior Class Council Fundraising Coordinator

Position Announcement

Position: Senior Class Council Fundraising Coordinator

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Fundraising Coordinator is responsible for planning and implementation of fundraising events/initiatives on behalf of Senior Class Council to grow the Senior Gift.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Senior Gift and Commencement teams.
2. Serve as the main event planner for SCC's fundraising events.
3. Work in collaboration with The Herd Leadership Council and The Alumni Association to ensure SCC's participation in Student Philanthropy Month.
4. Oversee the Senior Gift Graduation Cord donation and distribution process including keeping an inventory of graduation cords and coordinating re-orders as necessary.
5. Maintain positive working relationships with campus and community partners including but not limited to Student Affairs Communications, etc.
6. Other duties as assigned.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 3-5 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be possible.

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Senior Class Council Commencement Manager

Position Announcement

Position: Senior Class Council Commencement Manager

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Commencement Manager is responsible for oversight and administration of Senior Class Council's contributions to the CU Boulder University Commencement experience, acting as a primary voice of the student body in the process. The Commencement Manager oversees the Commencement Speaker Selection process, coordination of Commencement Breakfast, and oversees the creation of the Senior Video by the Senior Video Coordinator.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Senior Gift and Commencement teams.
2. Supervise the SCC Senior Video Coordinator.
3. Serve as a member of the CU Boulder Commencement Committee.
4. Oversee and manage the Commencement Speaker Selection process in collaboration with the Office of the Chancellor.
5. Serve as the main event planner for Commencement Breakfast.
6. Work with the SCC Senior Video Coordinator to develop a high quality senior video to be shown during Commencement.
7. Maintain positive working relationships with campus and community partners including but not limited to Office of the Chancellor, Strategic Relations and Communications, etc.
8. Other duties as assigned.

Average Hours/Week

Ideal candidates will be able to begin in early August 2025 (tentative return August 11th) and work 3-5 hours a week throughout the academic year. Remote summer work between May 2025 and August 2025 will be possible.

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Senior Class Council Senior Video Coordinator

Position Announcement

Position: Senior Class Council Senior Video Coordinator

Application Deadline: February 28th, 2025

Position Description

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The Senior Class Council Senior Video Coordinator is responsible for the creation of a high quality video to be shown during University Commencement that highlights the experiences of the graduating class.

Preference will be given to candidates with prior experience with Senior Class Council. This position may work irregular hours at times, including evenings, late nights, and weekends.

This is an unpaid, volunteer position.

Position Duties & Responsibilities

1. Attend weekly SCC Leadership Team meetings. Meet biweekly with Senior Gift and Commencement teams.
2. Work with the SCC Commencement Manager to develop an outline and script for the senior video.
3. Responsible for the editing and development of a final cut of the senior video working closely with Strategic Relations and Communications for review and feedback.
4. Maintains and organizes SCC video archive to include all past Senior Videos and coordinating the recording of photo/video at SCC events.
5. Maintain positive working relationships with campus and community partners including but not limited to Student Affairs Communications, etc.
6. Other duties as assigned.

Average Hours/Week

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