Title: UMC Assessment and Training Coordinator
Area: UMC Administration
SA Level: SA IV
Pay Rate: $18.15/hr
Schedule: 18-25 hours/week. Must be enrolled for a minimum of 3 credit hours
Work Study: Welcomed, but not required
Application Deadline: Open until filled

Description of Work Area
The UMC Administration office supports the programmatic, business and operational goals of the UMC. Located on the third floor of the UMC, we see dozens of visitors per day in our space while we help coordinate projects and training for our staff in areas that include marketing, training, IT, set-up, events planning and more. Our work is grounded in our mission to be the heart of campus, and we strive to provide an inclusive and welcoming environment to all.

Position Description
Join our team and support the training, research and professional development goals for our student and professional staff employees! The assessment and training coordinator is a graduate-level position that works closely with the assistant director for administration at the UMC, as well as the entire UMC leadership team. This position will be front-and-center in the many training, assessment and planning activities that go into running a large student union hosting more than 10,500 visitors per day. If you want to make a difference in students’ lives and work closely with staff leadership, apply today!

Position Duties and Responsibilities

A. Training
   1. Identify student and professional staff employee training needs, develop training curriculum and outcomes, deliver content, manage logistics, and help track participation throughout each semester
   2. Develop, coordinate and implement an all-student staff retreat for more than 130 student employees
   3. Facilitate and east eight New Student Orientations as needed (group and individual settings)
   4. Coordinate marketing and help generate employee buy-in for all trainings

B. Assessment and Research
   1. Identify key learning outcomes and create measurement tools for trainings
   2. Support overall implementation of UMC assessment plan including focus groups, survey development and convenience surveys
   3. Coordinate and deliver assessment tools to gather student/tenant/community data to support renovation planning
   4. Support leadership through research projects on best practices and make recommendations based on information gathered
C. Administration and Programs
   1. Additional administrative and programmatic duties as assigned to support the UMC

Required Skills
   1. Must possess a Bachelor’s degree, ideally in business, communications, education or a related field, and be currently enrolled in a graduate program at CU Boulder. Work experience in a relevant field will be considered in lieu of the above fields of study.
   2. Knowledge of assessment methods, training and facilitation strategies and learning outcomes
   3. Commitment to working with diverse populations and creating a welcoming and inclusive environment for all UMC visitors
   4. Writing skills for communicating accurate information in either a formal, academic or recreational style
   5. Comfort with approaching and interactive with staff at employee trainings and meetings
   6. Ability to plan and conduct trainings as well as facilitate discussions with groups ranging in size from five to 30 people
   7. Time-management and organization skills for delivering information quickly and effectively, planning sessions, coordinating follow-up
   8. Ability to manage multiple projects at a time and prioritize projects based on departmental needs
   9. Ability to work a combination of hours during after-hours events (evenings and weekends) and regular office hours
   10. Dependable attendance and communication
   11. Proficiency in MS Office, email and internet use
   12. Excellent ability to clearly and expertly communicate in written English with correct spelling and grammar and in verbal English as a trainer and/or facilitator
   13. Skills for working independently to plan, organize and prioritize tasks to meet weekly deadlines

Learning Outcomes
The UMC is dedicated to supporting the learning and development of the whole student. We strive to provide training opportunities as well as coaching and evaluation feedback for all of our student employees. The UMC also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities. While at the UMC, you can expect to gain experience in the following areas:

- Communication and interpersonal skills: Practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues, create clear and effective communications in person and in writing, and learn to positively represent the UMC and our mission.

- Problem solving: Proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.

- Professionalism and leadership: Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following UMC professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.
• Creating a safe and inclusive environment: Learn to encourage and promote a welcoming environment in the UMC, attend Diversity trainings, contribute to creating inclusive spaces and supporting the Student Affairs Division inclusion statement.

Required trainings for position
1. Discrimination and Sexual Misconduct
2. Campus Security Authority
3. New Student Employee Orientation
4. Leadership training
5. Diversity training

To apply for this position, you must submit the following:
Complete the online application:
https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=66184347-4b82-49d2-901d-128102980845&env=na2

Job posting contact
Molly Brauer, Assistant Director for Administration
molly.brauer@colorado.edu

UMC mission statement
As the heart of campus, the UMC supports students’ academic success by providing opportunities for student involvement, leadership development, and entertainment in a welcoming and inclusive environment.

UMC values
The following core values guide the decision-making and planning of the UMC:
• Diversity and inclusivity
• Engagement with the CU Boulder community
• Honoring veterans
• Quality facilities, programs, and services
• Student development
• Sustainability

Student Affairs inclusion statement
The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

THE UMC is an equal opportunity employer
The UMC does not discriminate in any condition of employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

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.