



Volunteer Resource Center

UNIVERSITY OF COLORADO **BOULDER**

A SERVICE OF CU STUDENT GOVERNMENT

Marketing & Communications Student Assistant Position Descriptions

Mission: The Volunteer Resource Center (VRC) fosters a culture of service by connecting CU Boulder to engagement opportunities that positively impact our communities. Through an educational framework of equity and inclusion, we develop socially responsible student leaders who understand, advocate for, and provide services to meet campus and community needs.

What is required:

- Must be a full time, fee paying undergraduate or graduate student, work study is not required but helpful
- Be available to attend mandatory Student Staff Retreats prior to classes starting
 - Fall 2025 Staff Retreat – August 11th – 12th
 - Spring 2026 Retreat – TBD
- A positive attitude and a drive to make change in our communities
- Ability to represent the VRC in alignment with our mission to create a culture of service on campus
- 3 semesters remaining at CU Boulder, 10-12 hours of availability weekly

What we'd like you to have:

- Experience volunteering with a community-based organization
- Commitment to ongoing learning about community needs, nonprofit organizations, and equity and inclusion issues as they relate to volunteerism.
- Passion and commitment for social change, social and environmental justice
- Great customer service skills and previous experience providing customer service of any kind
- Experience utilizing Microsoft Office Suite & Microsoft Teams
- Strong proactive problem solving skills and experience taking initiative
- Familiarity or experience with the CU Serves volunteer management platform
- Amazing communication skills which include in person, on the phone, and over email in a professional manner
- Ability to be punctual and timely to events, work shifts, and trainings
- Ability to engage with a diverse group of students, staff, faculty, alumni, and community organizations

What you will get from working at the VRC:

- Extensive training on a variety of critical knowledge and skills for future employment opportunities
- Customer service experience with resourcing and referring students to various organizations
- Ability to lead and manage volunteers
- Flexible schedule and a fun environment
- Experience with planning and implementing service projects
- \$16.85 hourly

Shared VRC Responsibilities:

- Engaging students, staff, and faculty across campus to inform them about VRC programs and events through presentations, tabling, chalking, word of mouth marketing, flyering, and more methods
- Assist students who come into the VRC in search of volunteer opportunities
- Participate and assist with VRC events
- Check and respond to email accounts in a timely manner
- Ask questions and clarify areas of concern for understanding
- Open and close the VRC office in alignment with expectations
- Other duties as assigned

Position Specific Requirements

Please read each position requirements to understand the individual requirements and job function of each role

Marketing and Communications Assistant

What we would like you to have:

- Ability to effectively communicate messages, programs and services through written word
- Previous experience writing and editing social media content on Facebook, Instagram, and Twitter for an organization or group
- Experience with utilizing social media analytic tools
- Availability to attend various campus and VRC events to capture content
- Willingness to take initiative and put yourself out there
- Experience and comfort presenting in front of small and large groups in person and virtually/remote
- Strong communication skills (over the phone, video conferencing, in writing, and in person)
- Experience with networking across campus
- Be a member or leader of student organizations
- Detail-oriented and capable of thorough organizing

What you will be doing:

- Designing, updating, and capturing content for VRC social media channels
- Effectively representing the VRC in an engaging and professional manner in all forms of communication
- Creating new and engaging social media posts, newsletters, videos, and more
- Collaborating with VRC staff to design messages and content for channels
- Willingness to put yourself out there to interview, record, and document VRC programs and services to share with the campus and Boulder community
- Writing content about our events and programs for a large campus audience
- Maintaining records and contact lists of various organizations and departments on and off campus
- Recruiting students to participate in VRC programs and events
- Attending various student organization and departmental meetings to build network across campus
- Scheduling and planning of outreach activities as defined by VRC scope of work which includes presentations, flyers, table tents, display cases, chalking, tabling, catering, and room bookings
- Brainstorm and initiate creative and innovative ideas to reach out to more students
- Email, call, and meet in person with students, staff, and faculty across campus to promote VRC initiatives

Start Date:

- August 11th

Hourly Wage

- \$16.85/hr
- 12 hours a week

Job descriptions, expectations, and training listed above are not comprehensive and subject to change. Additional duties and responsibilities can and will be assigned at the discretion of your supervisor.

Volunteer Resource Center
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