



Service and Social Action LLC Student Manager Position Description

Mission: Service Learning and Impact in Community Engagement 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.
- Must have at least 1 year of prior experience as a PAL (LLC Peer Mentor)
- Previous event planning experience.
- Strong organizational skills and the ability to work independently.
- Be available to work 1 week prior to the start of the fall semester and 1 week in the spring.
- A positive attitude and a drive to make a change in our communities.
- Ability to represent SLICE in alignment with our mission to create a culture of service on campus.
- Able to attend the Fall 2026 SLICE Retreat (Wednesday, August 19).

What we'd like you to have:

- Excitement for the [Service & Social Action LLC](#) and the ability to create a fun environment.
- Experience volunteering with a community-based organization
- Ability to organize and facilitate weekly meetings.
- Commitment to ongoing learning about community needs, nonprofit organizations, and equity and inclusion issues as they relate to volunteerism.
- Willingness and excitement to facilitate conversations around power, privilege, and oppression and their relevance to our service projects.
- Passion and commitment for social change, social and environmental justice
- Excellent customer service skills and previous experience providing customer service of any kind
- Experience utilizing Google Suite and Microsoft Office Suite
- Strong proactive problem-solving skills and experience taking initiative
- Strong communication skills (over the phone, video conferencing, in writing, and in person)
- 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 SLICE:

- 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

Shared SLICE Responsibilities:

- Engaging students, staff, and faculty across campus to inform them about SLICE programs and events.
- Assist students who come into the SLICE in search of volunteer opportunities
- Participate and assist with SLICE events
- Check and respond to email accounts in a timely manner
- Ask questions and clarify areas of concern for understanding



- Open and close the SLICE office
- Other duties as assigned

Position Specific Requirements

LLC Student Manager

What you will be doing:

- Work with the Assistant Director and other SLICE staff to manage the Service & Social Action LLC program during the academic year and over the summer break, including the Sko Serve: Fall Welcome and PALS mentor programs.
- Work over the summer to assist with the build out the Sko Serve Fall Welcome program, a pre-arrival program for incoming first-year students that is held prior to the start of the fall semester.
- Maintain availability in early August to help mitigate any program issues that may arise with Fall Welcome and LLC Kickoff events.
- Recruit and retain PALS (Peers Activating Leaders in Service) and LLC residents through a variety of marketing and communication strategies.
- Communicate information in an accurate and timely manner with multiple partners, including professional staff, LLC residents, and PALS mentors.
- Supervise 3-5 PALS mentors
- Assist the Program Manager in planning, organizing, and facilitating weekly PALS meetings.
- Plan and implement large-scale events, including service projects, community events, and more.
- Complete necessary trainings to hold a University Purchasing Card and be an Authorized Driver through the University.
- Maintain accurate and detailed records of budget, attendance, inventory, and more.

Start Date:

- May 1st, 2026

Hourly Wage

- \$18.40/hr
- 12-15 hours a week

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