



# Service Learning & Impact in Community Engagement

UNIVERSITY OF COLORADO **BOULDER**

## Service Learning & Impact in Community Engagement Student Assistant Position Descriptions

**Mission:** Service Learning & Impact in Community Engagement (SLICE) 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
- A positive attitude and a drive to make change in our communities
- Ability to represent SLICE in alignment with our mission to create a culture of service on campus
- Ability to commit to working at least through the Spring of 2027 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 and 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
- Active Driver's License and ability to drive up to a 15-passenger van

### 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 through presentations, tabling, chalking, word of mouth marketing, flyering, and more methods
- 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 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

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### Community Engagement Student Assistant

#### What we would like you to have:

- Comfortable engaging in conversations with peers and presenting information to peers
- Commitment to providing clear and up-to-date information about volunteering to students as the community needs change
- Ability to follow instructions, ask effective questions, take notes, and actively seek out information
- Comfort working with unique technology platforms and ability to learn it's best practices.

#### What you will be doing:

- Managing official partnerships while engaging in outreach to on-campus and non-profit community partners in the area through email, phone, and in person visits
- Identifying opportunities for new community partnerships as well as community needs that our office can help address
- Managing CU Serves Platform (GivePulse), the CU Boulder volunteer management software
- Collaborating with GivePulse staff to build knowledge of the platform and increase campus effectiveness of its usage
- Providing referral information about volunteer opportunities to peers at CU Boulder
- Facilitate weekly presentations for students with court-ordered service requirements while keeping information confidential
- Maintaining accurate records of volunteer opportunities and an ongoing knowledge of where students can volunteer on CU Serves and for the Boulder Municipal Court Program.

#### Start Date

- August 14<sup>th</sup>
  - Will be opportunity for work during the summer
- Must be able to attend the full-day Staff Retreat on **Wednesday, August 19th**

#### Hourly Wage

- \$17.60/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.***

Service Learning & Impact in Community Engagement  
The University of Colorado at Boulder, University Memorial Center  
UMC 458, UCB 207, Boulder, Colorado 80309-0207  
Phone: (303) 735-4496 | Email: [volunteer@colorado.edu](mailto:volunteer@colorado.edu) | [www.colorado.edu/volunteer](http://www.colorado.edu/volunteer)