



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

Sko Serve Student Assistant

What we would like you to have:

- Prior event management experience
- Experience planning and facilitating group presentations and trainings
- Attention to detail and strong organizational skills
- Ability to work independently with little guidance
- Interest in outreach and recruiting students
- Prior experience with Sko Serve or a similar experiential learning program

What you will be doing:

- Work with the Program Manager for Experiential Education to plan, coordinate, and implement the Sko Serve program, including and Weekend, Winter, Spring, and Summer Break Trips
- Recruit and retain Site Leaders and participants through a variety of marketing and communication strategies
- Communicate information in an accurate and timely manner with multiple different recipients, including Site Leaders, Staff Advisors, participants, and Community Partners
- Assist the Program Manager in planning, organizing, and facilitating weekly Site Leader training, currently scheduled for every Wednesday from 4:00-6:00 pm
- Plan and implement large-scale Sko Serve events, which include Retreat(s), Reveal, Send-Off, and Reorientation
- Maintain accurate and detailed records of participant applications and forms

Start Date

- August 14th
 - 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
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