



**COLORADO  
COLLEGE**

## **2019-20 Student Employee Job Description**

Office of Financial Aid and Student Employment

All fields must be completed

Department:	Campus Activities
Location of employment:	Worner Center, Office 230
Job title:	Campus Activities Intern
Start date:	November 18, 2019
End date (if applicable):	
Average hours per week:	5 - 10, up to 25 during major events
Supervisor:	Kimber Peterson-Reese
Supervisor's email:	kimber.peterson@coloradocollege.edu
Supervisor's phone:	719-389-6800
Other contact (if any):	
Pay step: I - \$11.10/hr.  II - \$11.50/hr.	<b>Please specify the pay step</b> II High degree of responsibility with minimal supervision; high level of skill or training required; knowledge of special skill or academic area required. <b>Example:</b> tutor or lifeguard

<p><b>Briefly summarize purpose of position:</b></p>	<p>This is a paid student position. The applicant should possess an understanding of and be committed to the efficient operation of the office while maintaining confidentiality. The ideal applicant will be a student leader who has experience in event planning and student organization leadership; high school experience/leadership acceptable.</p> <p>The Campus Activities Intern serves as a consultant to other students and student groups for event planning. They will receive continual training and should be committed to learning and growth as it relates to best practices in event planning and leadership. The ideal candidate must take pride in the details of office work and be proficient at prioritization and the ability to handle multiple tasks.</p> <p>The Campus Activities Intern must also possess a professional demeanor in all interactions with campus colleagues, students, parents, etc. Must be friendly and personable.</p>
<p><b>Qualifications:</b></p>	<p>Professional customer care, experience in event planning and management or large programming are required. Proficiency in MS Office (Word, Outlook, Excel, Publisher, Power Point, Paint) are required. This position requires a high degree of trust, confidentiality, and responsibility with minimal supervision after initial trainings.</p> <p>Budget management and professional writing/editing are preferred. Basic graphic design and administrative experience with social media is preferred.</p> <p>Must be creative, self-motivated, reliable, punctual, detail-oriented, and have high attention to accuracy.</p>

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Essential job functions:

Office Duties include:

- Screen and direct general office phone calls and walk in traffic.
- Answer questions and direct students and CC staff to appropriate resources when inquiries are made in person or by phone.
- Use basic graphic design skills to design, print, and distribute posters advertising events planned by the office. Basic HTML skills training will be provided.
- Answer or forward emails that come to the Campus Activities and Orientation email accounts.
- Provide office coverage for the Campus Activities Administrative Assistant in their absence.
- Coordinate meetings and make room reservations as necessary.
- Other general office duties as assigned, which may include correspondence, mailing, copying, etc.

Event Planning Duties include:

- Assist with various projects for event planning and student organization resources.
  - Serve as a peer student organization consultant assisting with the coordination and logistics of student events.
  - Consult with staff and other campus colleagues to plan successful student events.
  - Assist with planning and management of annual Halloweek and Winter Ball.
  - Assist with contract negotiations.
  - Assist professional staffing at Campus Activities events.
  - Compose weekly/weekend events digest to send to the student body.
  - Management of Campus Activities website and social media sites. We will provide appropriate training in the dotCMS and webDNA programs.
  - Offer insight into effective group and budget management.
  - Enter event reservations and service orders in events management system.
  - Conduct research on current programming, Greek Life, and leadership programs.
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<b>Additional job functions:</b>	<p>Campus Activities interns are required to work 5 to 10 hours per week in office. This may increase to 25 during heavy event weeks with some weekends and nights required.</p> <p>Assist with event set up and breakdown.</p>
<b>How to apply:</b>	<p>Send a resume and cover letter to <a href="mailto:campusactivities@coloradocollege.edu">campusactivities@coloradocollege.edu</a>.</p>

<b>Please check at least 5 competencies that will be gained working in this position:</b>	<b>Competencies</b>
<input checked="" type="checkbox"/>	<p>1) Work Ethic</p> <ul style="list-style-type: none"> <li>a. Consistently works energetically to accomplish tasks</li> <li>b. Takes responsibility for work that needs to get done</li> <li>c. Does the best job possible in all situations</li> <li>d. Does not carry out non-work activities during work</li> </ul>
<input checked="" type="checkbox"/>	<p>2) Time Management</p> <ul style="list-style-type: none"> <li>a. Uses time effectively while at work for maximum productivity</li> <li>b. Consistently meets all work deadlines unless unanticipated and unavoidable interruptions arise</li> <li>c. Takes on additional tasks and fits them into schedule when necessary</li> </ul>
<input checked="" type="checkbox"/>	<p>3) Work Quality</p> <ul style="list-style-type: none"> <li>a. Organize work/duties efficiently and effectively</li> <li>b. Prioritizes tasks appropriately</li> <li>c. Carries out work accurately</li> <li>d. Attention to detail</li> <li>e. Completes work on or ahead of schedule</li> <li>f. Responds to specific inquiries/requests in a timely manner</li> </ul>

<input checked="" type="checkbox"/>	<p>4) Professionalism/Customer Service</p> <ul style="list-style-type: none"> <li>a. Dress/presentation is appropriate to work position</li> <li>b. Arrives punctually for work and remains for entire scheduled time</li> <li>c. Does not miss scheduled work except in emergency circumstances</li> <li>d. Interacts professionally and courteously with supervisor (as relevant) and others</li> <li>e. Speaks with tact, composure and diplomacy in all circumstances</li> <li>f. Follows directions when directions are given</li> <li>g. Takes on additional tasks when necessary</li> <li>h. Responds non-defensively and without blaming others when feedback is given</li> <li>i. Anticipates needs/demands of supervisor and others and responds effectively</li> <li>j. Interacts respectfully with all people, regardless of their status or identities</li> <li>k. Monitors own performance and actively seeks feedback for improvement</li> <li>l. Supports others in behaving professionally</li> </ul>
<input checked="" type="checkbox"/>	<p>5) Initiative</p> <ul style="list-style-type: none"> <li>a. Works independently on tasks, problem-solving, or other situations</li> <li>b. Asks for clarification or further information where necessary</li> <li>c. Resolves issues or potential issues proactively</li> <li>d. Acts resourcefully to accomplish job when supervisor is not available</li> <li>e. Continually learns new skills and information where relevant</li> <li>f. Uses mistakes to further own knowledge and competence</li> </ul>
<input checked="" type="checkbox"/>	<p>6) Technical Knowledge</p> <ul style="list-style-type: none"> <li>a. Uses general computer skills necessary to complete tasks</li> <li>b. Uses specific computer skills (Excel, etc.) necessary to complete tasks</li> <li>c. Uses technical skills other than those related to computers (photocopying, etc.) to complete tasks</li> <li>d. Uses technical academic knowledge (e.g., statistics) to complete tasks</li> <li>e. Learns and understands new programs and/or technologies to successfully accomplish assigned work duties</li> </ul>

☒	<p>7) Problem-Solving</p> <ol style="list-style-type: none"> <li>a. Articulates nature of problem that needs solving</li> <li>b. Describes information/tools needed/available to solve problems</li> <li>c. Solves straightforward problems by working through them</li> <li>d. Solves challenging/ill-defined problems by applying sound reasoning, critical thinking, creativity, analysis, etc.</li> <li>e. Obtains, uses, and interprets facts and other information to solve problems Reliability is demonstrated with attendance and punctuality</li> <li>f. Follow established policies, procedures, and practices</li> <li>g. Commitment to work schedules and the needs of the position</li> </ol>
☒	<p>8) Analysis</p> <ol style="list-style-type: none"> <li>a. Reasons through complicated situations with incomplete information</li> <li>b. Breaks problems or situations down into constituent parts</li> <li>c. Explains how different parts relate to each other</li> <li>d. Draws implications from analysis</li> </ol>
☒	<p>9) Ethical Behavior</p> <ol style="list-style-type: none"> <li>a. Makes decisions based on ethical standards rather than bias or potential gain</li> <li>b. Takes action based on ethical standards rather than bias or potential gain</li> <li>c. Articulates and exemplifies the core values of CC (honor, respect, and integrity) and is able to explain how these affect their position</li> <li>d. Explains implications of CC core values (honor, respect, and integrity) for work position and responsibilities</li> <li>e. Conscientiously avoids conflicts between personal/private interests and CC responsibilities, including (but not limited to) confidential information, financial transactions, and personal relationships</li> </ol>
☒	<p>10) Appreciation of Diversity</p> <ol style="list-style-type: none"> <li>a. Listens to different perspectives non-defensively and without anxiety</li> <li>b. Learns from people of different backgrounds or perspectives</li> <li>c. Works productively with people from different backgrounds, or with different perspectives</li> <li>d. Forges professional relationships with people of different backgrounds or perspectives</li> </ol>

☒	<p>11) Communication Skills</p> <ul style="list-style-type: none"> <li>a. Writes clearly, effectively, and with proper audience(s) in mind within context of position</li> <li>b. Speaks clearly, effectively, and with proper audience(s) in mind within context of position</li> <li>c. Utilizes good listening practices</li> </ul>
☒	<p>12) Team Work</p> <ul style="list-style-type: none"> <li>a. Works effectively with others</li> <li>b. Uses conflict resolution skills to resolve or defuse disagreements</li> <li>c. Articulates team goals and ways to reach those goals</li> <li>d. Develops and maintains positive relationships with team members</li> <li>e. Acts in ways that influence team members positively</li> <li>f. Develops understandings of larger work-related matters such as human motivation, conflict management, group dynamics, and effective work processes</li> </ul>

This organization participates in E-Verify. For more information, please visit <https://www.e-verify.gov/>. Colorado College is an equal opportunity employer committed to increasing the diversity of the college community and to not discriminating in its employment practices or educational programs and activities on any basis protected by law, e.g., race, color, national or ethnic origin, sex, age, religion, gender identity or expression, marital status, veteran status, disability, or sexual orientation.