



College of Arts & Media

UNIVERSITY OF COLORADO **DENVER**

## **Student Assistant I – CAM Recruitment & Retention Assistant**

**Work Location:** CAM Dean's Office

### **About this Job – General**

CAM Recruitment & Retention Assistants help to prepare material for prospective and current student events, help at events with set-up, breakdown, registration, and at booths. This student employee will also help with prospective student tours and CAM Living & Learning Community student activities.

- Prepare recruitment materials for college fairs and recruitment events
- Help with recruitment events and CAM events for current students
- Help with Student Tours
- Respond to prospective student questions by phone, email, and in-person

### **Minimum Requirements:**

- Must be a CAM student enrolled at CU Denver

### **Preferred Requirements:**

- Good communication skills
- Good time management skills
- Prior office experience
- Attention to detail
- Strong customer service skills

**Reports to:** Dave Walter

**Hours per week:** ~10-15

**Compensation:** \$19.29