



Student Assistant I – College of Arts and Media, Dean’s Office

About this Job - General

The College of Arts & Media (CAM) offers B.F.A. and B.A. degrees in Studio Arts, Art History, Film and Television and B.S. and M.S. degrees in Music with, including studies in the rapidly growing field of audio forensics. Student Assistants in the CAM Dean’s Office are considered support and training positions.

Examples of work or tasks to be performed include:

- Assist students, faculty, and guests of CAM Dean’s Office including greeting visitors, answering phones, managing the College’s general inquiry email, conference room requests and reservations, and directing inquiries.
- Supervises front desk and basic office duties to maintain work efficiency
- Provide advising support such as scheduling advising appointments, check-in students for appointments as well as drop-in hours, answer questions regarding academic calendar timelines and deadlines, pulling/filing student files, maintain student confidentiality.
- Opening and closing the Dean’s suite.
- Receive mail and packages for the College, notify staff and faculty of deliveries, track delivery pick-up.
- Assign lockers to CAM students at the beginning of each term, maintain accurate tracking of locker assignments, clean lockers and reassign locks at the end of each term.
- General administrative support such as making copies, reviewing/updating handouts and advising forms, assisting in updating contact lists, converting hard copy files to digital (scanning).
- Maintain a clean, functional, and welcoming workspace.
- Other duties as assigned.

Projects (may include, but not limited to the following):

- Coordinate time sensitive projects to ensure completion.
- Establish documented processes for special projects.
- Create spreadsheets and utilize other tracking functions for front desk team to adhere to project timelines.
- Assist with social media projects.

Minimum Requirements:

- Must be an active student at CU Denver.
- Excellent communication skills (written and verbal).
- Efficient multi-tasker and problem-solver.
- Self-motivated and proactive with the ability to work well independently and as a team member.
- Upholds a service-oriented mindset.
- Proven work experience as a team leader.

Preferred Requirements:

- Experience with front desk/reception/customer service.
- Experience with high-volume office.
- Comfortable with technology.
- Federal Work Study
- Currently enrolled CAM Student
- Availability between 8am – 5pm

Reports to: Hayley Black

Hours per week: 10-20 hours

Compensation: \$19.29