



2023 LYNX National Arts & Media Camps Office & Social Media Assistant

The CU Denver LYNX National Arts and Media Camps (LYNX Camp) is hiring an Office & Social Media Assistant for the 2023 camp preparation and camp season. The position would support the administrative needs of the camps from January through the end of July. More information about the LYNX National Arts & Media Camps can be found on our website:

<https://artsandmedia.ucdenver.edu/prospective-students/lynx-camps>

LYNX Camp Mission:

The LYNX Camp mission is to effect change by preparing high school students to successfully pursue their artistic passions through higher education.

LYNX Camp students are exposed to the skills they need to foster creativity, learning, and community in a higher education environment in order to reach their full academic potential.

General Position Overview:

The Office & Social Media Assistant will help support office work and logistics before and during the LYNX Camps. This position will manage paperwork, make phone calls, help prepare for camps, create and post content for social media platforms and represent the LYNX Camps when needed. The Office & Social Media Assistant will report to the Summer Programs Senior Coordinator and meet with the Senior Coordinator regularly during the camps.

Appointment Dates:

The Office & Social Media Assistant will begin the early to mid-May through July 28th, 2022. These dates are flexible.

Before Camp Hours- Flexible, as needed during the hours of 8am-5pm M-F. Anticipate around 10 hours/week.

During Camp Hours- As needed during the hours of 9am-4pm M-F. Anticipate 15 hours/week.

*Must be able to work opening Sunday and closing Friday of each session

Before the camps the Office & Social Media Assistants will:

- Participate in extensive training about CU Denver, the College of Arts & Media, and the LYNX Camps covering areas of history, mission, purpose, policies and procedures.
- Prepare rosters, name tags, and paperwork management.
- Attend Staff Trainings prior to camp.
- Make pre-camp family phone calls.
- Help take final payments.
- Regularly meet with the LYNX Camp Senior Coordinator.
- Manage sensitive and confidential information about camp participants.
- Other duties as assigned.

During the camp the Summer Programs Office Assistant will:

- Serve as a role model for LYNX Camp students.
- Prepare certificates and any final showcase/concert documents.
- Help assist in set up, management and clean-up of opening day and closing day activities.
- Bring items from office to Residential Housing.
- Help supervise students at lunch when needed.
- Prepare for upcoming camp session.
- Create and post content for social media platforms advertising the camps in an engaging and positive manner.
- Act in the best interest of the University of Colorado, LYNX Camp and the students.
- Other duties as assigned.

Required Qualifications:

- Current CU Denver student

Preferred Qualifications:

- Current College of Arts & Media Student
- Knowledge of the LYNX Camps
- Prior office experience
- Attention to detail
- Strong customer service skills
- Experience using social media for marketing and boosting engagement

Compensation: \$17.30/hour. Expectation of 15-20 hours/week, some weeks may be more or less.

Application deadline is Friday February 18th at 5pm. To apply, please fill out the online application form:

https://ucdenverdata.formstack.com/forms/2023_lynx_camp_student_staff_application

The form does require the upload of a Resume. Please do not turn any physical copies in, only electronic. Please send any questions to laura.harvey@ucdenver.edu