

Colorado School of Public Health  
Office of Academic & Student Affairs (OASA)

## Student Assistant III

### Student Employment

#### Position Description

This class describes developmental and/or semi-skilled positions requiring the application of various knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

#### Nature of Work

This position will assist with administrative tasks, event planning, and communications for the student affairs team within OASA. The Student Assistant III will work closely with the Student Lifecycle Senior Professional and support the day-to-day operations of the office, as well as special events and programs.

#### Responsibilities and Duties

- Assist with the planning and coordination of student engagement initiatives and events
- Assist with the coordination of weekly student newsletters
- Assist with the posting of events and resources to Canvas
- Provide general administrative and communications support to the student affairs team

#### Qualifications

- Current Colorado School of Public Health student
- Excellent customer service skills
- Excellent verbal and written communication skills
- Proficient in Microsoft programs to include Word, Excel and Outlook
- Good organizational and problem-solving skills
- Ability to work independently and think creatively

**Supervision Received:** Individual will be supervised by Kayla Gray, Student Lifecycle Senior Professional

**Duration of Project:** Spring 2022 through Summer 2022 (with option and preference to extend through Fall 2022)

**Compensation:** The requested hourly rate for this position will be \$18.00; this position will be required to work 10 hours per week

**Desired Start Date:** April 2022

**Hire Approval:** Laura Hager, Assistant Director of Enrollment Operations

**Funding Source(s)** – 61001359, 100%

**HIPPA/FERPA/HAZ MAT Training** – FERPA

**Badge Access** – N/A

**Application Deadline:** Please email cover letter and resume to [Kayla.V.Gray@cuanschutz.edu](mailto:Kayla.V.Gray@cuanschutz.edu)  
The preferred deadline is Friday, April 22<sup>nd</sup>.