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| **Sections** | **Text Example** |
| **JOB DETAILS** |
| Employer | University of Denver – DU – Career & Professional Development |
| Job Title | Program Assistant |
| Type of Job | Student Employment: On-Campus |
| Job Phase | Experience while @DU |
| Salary | $19 per hour |
| Location Type | Flexible |
| Industry | Education |
| Job Function | Event Management, Project/Program Management |
| Preferred Years of Experience | 0 |
| Interview Format | Virtual |
| Work Authorization Requirement | All Work Authorization Accepted |
| Work Study Required?  | Yes |
| Career Skills Developed | Communication, Equity & Inclusion, Career & Self Development  |
| Department Summary | You need a job that understands you’re a student first, supports your personal finances, and prepares you for the future. You can find that job on campus.  Student Employment lives in the Career & Professional Development department and is a 4D signature experience. Student Employment advances proficiency in the National Association of Colleges & Employers (NACE) [career competencies](https://career.du.edu/blog/2021/01/11/career-skills-for-student-employees/). Through Student Employment, you gain career readiness skills that transfer to post-graduate work opportunities.Student Employment supports student employees and their supervisors and is grounded in student development theory, professional development, and social justice. We are a small, flexible team committed to continual growth as an inclusive workplace. |
| Position Summary | The Office of Student Employment is looking to hire a program assistant to help with programming and training for student employees and their supervisors on-campus. We want to keep making student employment at DU better, and we want your help to do it!We are hoping to have this position filled as soon as possible to have support for fall quarter programming including the job fair and professional development training for student employees. This position will be primarily in person and located in the Burwell Center for Career Achievement, with some opportunities for remote work after onboarding. This is not a fully remote position. |
| Supervision & Training | The student in this position will report to the Assistant Director of Student Employment and will coordinate with the Director of Student Employment as needed. They will engage in weekly one-on-one meetings to reflect on their progress and make connections to skills gained in this job that can be used in future positions.The student in this position will also be expected (and paid) to meet quarterly with their career advisor and cover professional development and career skills, including networking, resumes, cover letters, interview prep, and salary negotiation. |
| Application Details | Please submit your [resume](https://cdn.uconnectlabs.com/wp-content/uploads/sites/5/2018/10/ResumeBasics-FINAL.pdf) and [cover letter](https://cdn.uconnectlabs.com/wp-content/uploads/sites/5/2021/10/Cover-Letter-Guide.pdf) through PCO by 12 pm on June 6, 2023. Your resume should include your relevant previous experiences (educational, professional, volunteer, etc.) and your cover letter should explain to us why those experiences prepare you for this job. **Please make sure you tailor both documents to this specific position.****\*\*** If you plan to hire on an ongoing basis (for example, a position for which you are hiring a large number of students throughout the year), please include the following: "Applications will be reviewed on a rolling basis. (We anticipate needing to fill multiple positions throughout the time that this job posting is open. Applications will be accepted continuously up until the closing date and positions will be filled as needed as opportunities arise.)”When uploading your resume to PCO, please save it as a PDF using this naming format: last name, position title. Example: Stevens, Student Employment Program Assistant.Please note all resumes submitted through PCO will go through an automatic review process by the Career & Professional Development staff. While this may take extra time on your part if revisions are needed, it’s to support you in submitting the most competitive application possible. You will not be able to submit your full application until the resume has been reviewed and approved. **Please allow at least 3 days before the application deadline for this step. Due to the expected volume of applications, do not wait until right before the deadline to apply as your resume could be delayed in the review process.**To be proactive, check out our [website](https://career.du.edu/channels/resumes-cover-letters/) with resume and cover letter samples. Make changes prior to submission. This will increase the likelihood your resume can be pushed through without going through a major overhaul, allowing you to apply to student employment positions quickly. For help with this process, contact stuemp@du.edu.We strongly encourage applications from first generation students, BIPOC students, students with disabilities, and LGBTQ+ students. If you meet the minimum requirements listed below and have the passion for the work, we strongly encourage you to apply. We can provide on-the-job training for the rest. |
| Sick Time | Yes |
| Equal Employment Opportunity Employer Acknowledgement | Yes |
| **APPLICATION METHODS** |
| Apply via this Site | Yes |
| **JOB DESCRIPTION** |
| Essential Functions | * Edit and approve new student employment job postings in PCO daily (based on work schedule) using student employment job description template to ensure compliance and accessibility
* Draft and edit Student Employment inbox emails and [newsletter](https://career.du.edu/resources/student-employment-newsletter/) to explain student employment processes and guidelines and share announcements, using iModules, PCO, and Outlook
* Support [student employment job fairs](https://career.du.edu/blog/2021/11/11/winter-quarter-student-employment-job-fair/) and student employee and supervisor trainings through set up, planning, communications, and logistics. This will include our main in-person student employment job fair in fall quarter as well as one or more smaller events in spring quarter.
* Coordinate the [Student Employee & Supervisor of the Year](https://career.du.edu/blog/2022/03/02/meet-our-student-employees-supervisor-of-the-year/) application and award process in collaboration with the Student Employment team to recognize excellence among student employees and supervisors; this process includes soliciting applications (January), forming and coordinating the review committee, communicating with nominees and awardees (February – March), and planning the celebration event during National Student Employment Week (April). Platforms we use for this include Outlook, 25Live, Teams, as well as Zoom, Temi, and Kaltura for videos as needed.
* Plan and/or facilitate one or more workplace presentations per year for [student employees](https://career.du.edu/resources/student-employees-achieve-series/) and their [supervisors](https://career.du.edu/resources/supervisors-achieve-series/), including brainstorming, delivering content, technical support, and assessment of learning outcomes, using slides in PowerPoint or a similar platform.
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| Knowledge, Skills, & Abilities | * Interest in career development, human resources, social justice, diversity, equity, and inclusion (DEI), student development, leadership development, or higher education.
* Ability to communicate with faculty, staff, employers, and students, especially on topics relating to career development, DEI, or social justice.
* Attention to detail in reviewing complex information.
* Discretion in working with sensitive or personal information.
* Demonstrated dependability and follow through with tasks and assignments.
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| Required Qualifications | * Current DU undergraduate or graduate student enrolled for the 2023-2024 academic year.
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| Preferred Qualifications | * Experience with public speaking and group facilitation, especially on topics relating to DEI or social justice.
* Experience with program planning or event management.
* Interest in or experience with managing application processes and assessment rubrics.
* Interest in or experience with assessment or evaluation methods.
* Experience with Zoom or other video conferencing platforms.
* Experience with audio transcription, video editing, website management, and/or text editing.
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| Working Environment | * Open-office environment.
* Unexpected interruptions often occur, and stress level is moderate to high.
* Noise level is quiet to moderate.
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| Physical Activities | * Ability to sit in front of a computer for an extended period.
* Occasionally required to move about the office/campus with the capability of transporting objects up to 20 lbs.
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| **ATTACHMENTS** |
|  | Optional to upload attachments. Please do not upload a job description word doc or pdf instead of completing the necessary sections of the job posting.  |
| **APPLICATION REQUIRED DOCUMENTS** |
| Document Type | Resume (required) |
| Document Type | Cover Letter (optional) |
| Document Type | Short Answers (optional) |
| **JOB DATES** |
| Application Begins | May 1, 2023 |
| Application Deadline | May 30, 2023 |
| How do you plan on reviewing applicants?  | Leave blank, do not select. Please do not close your job early, although you may extend the deadline. Students rely on correct closing information to plan their application process. If you plan to hire on an ongoing basis please utilize the language provided above in Application Details. |
| Anticipated Start Date | Optional, may leave blank |
| **INTERVIEW DETAIL** |
| Interviewer | Optional, may leave blank |
| **PRIMARY JOB CONTACT** |
| Name | Stacey Stevens |
| Title | Director, Student Employment |
| Email | stacey.stevens@du.edu |
| Phone | 303-872-1000 |
| Address | Burwell Center for Career Achievement |
| **ELIGIBILITY** |
| Student Group | Current Students |
| Work Authorization | Optional, do not select |
| Degree Level | Optional, do not select |
| College/School | Optional, do not select |
| Major/Academic Program | Optional, do not select |
| **JOB POSTING OWNER** |
| Owner Email | Stacey Stevens |