**Center for Honors, Scholars & Leadership**

**Student Employee Job Description**

Positions available: Center for Honors, Scholars & Leadership Assistant

Leadership Studies Assistant

Starting Pay: Colorado Minimum Wage as of 1/1/2017 $9.30/hr

Preference given for Work Study eligible (no-need or federal)

Hours: Flexible schedule – 15 hours per week; some nights and weekends required

Desired skills/traits for this position:

* Highly organized – need to be able to create new organization systems
* Detail oriented – ability to proof-read and catch errors
* Self-directed – ability to initiate own tasks
* Project oriented
* Ability to juggle multiple tasks and understand priorities
* Skill with computer software – Microsoft Office Suite
* Sense of humor
* Professionalism

Job Duties:

* Maintaining files, data entry, and communications (e-mail listserv maintenance)
* Provide research assistance for projects and reports
* Create or edit reports
* Develop charts from data
* Schedule meetings as requested
* Event planning
* Assist with program coordination
* Provide Customer Service at front desk – answering phones, assisting guests who walk-in to the office
* Assist with other tasks in the Center

Essential Dates for availability:

* Student Staff Training – Friday, January 6, 2017 - 9 a.m. – 3 p.m.