Bear Creek Office Assistant/CUCS Liaison

General Summary
The University of Colorado Boulder Conference Services (CUCS) offers students an opportunity to learn how to plan and organize conferences and events at one of the leading university conference operations in the country.

As a paid employee, this position is part of the professional Conference Services team for eight months working under the supervision of the Registration Services Coordinator as well as working with all other CUCS professional staff, clients, and conference groups.

General Purpose: Position is based in the office at the Bear Creek Apartment complex. This temporary position is integral to the leadership, support, and coordination of the student/Intern summer housing program, serving as the liaison and organizer for summer conference guests within Bear Creek on behalf of CU Conference Services.

Responsibilities include:

- Learning the Bear Creek office operations by assisting at the front desk, answering phones, checking items in/out, providing tours of the Bear Creek model apartment, and responding to student/guest needs.
- Providing training, direction, and support to Bear Creek staff in regards to conference service operations and responsibilities.
- Working collaboratively with CUCS professional staff to organize and arrange for summer conference groups to be housed within Bear Creek. Duties will include attending planning sessions about the incoming group’s needs, arranging conference housing assignments using rooming lists, assisting with the encoding of keys/access cards, and ensuring apartments are ready for the arrival of guests.
- Position will also represent Bear Creek and Conference Services at all group check-ins and will act as the onsite contact for all needs/changes throughout the guests’ stay.

Candidate must be enrolled as a student at CU Boulder and must have excellent skills in customer service, communication, organization, problem solving, and attention to detail.

Spring hours are part-time: Mon-Fri 8am-5pm. Starting in May, hours are full time (40hrs), including evening and weekends, through the first week of August.

During summer a second job is not permitted and classes must be preapproved.

Requirement: A successful background check is mandatory.

Professional Development Opportunities
- Attend a bimonthly speaker professional development speaker series (May – August)
- Meet with HDS stakeholders and campus partners identified as interest areas
Qualifications & Skills
- A demonstrated interest in customer service and conference and event management
- A high level of maturity and professional conduct
- Ability to work independently with little supervision, handling multiple deadlines and projects
- Task and detail oriented
- Enjoys working in a diverse, professional environment
- Ability to lift up to 50 lbs. occasionally
- Required 5-10 hours a week during the academic year, based on availability
- 30-40 working hours Monday-Friday (Summer Season, May-August)
- Weekend and evening hours are required as necessary
- A valid driver’s license and successful background check are mandatory for this position
- Must be a currently enrolled University of Colorado student in good standing
  - Must be a student during the Fall of 2016

Remuneration
The Bear Creek Office Assistant/CUCS liaison earns $10.55 per hour. These hours are not to exceed 50 hours over a two week pay period during the spring semester and not to exceed 80 hours over a two week pay period during the summer semester. Hours will flex from week to week based on conference and office needs.

Application Procedures
Submit a resume and custom cover letter to explain your interest in the position through eRezlife system by February 12, 2016 by 5pm (MST). https://cuboulder.erezlife.com/login

Questions may be directed to Micheala Eddleston, Business Services Coordinator: (303) 492-5151 or Micheala.Eddleston@colorado.edu. Interviews will be scheduled for later in January.