



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CU CAREERS



Student Engagement and Programs Coordinator - 26845

University Staff

Job Description

Envision yourself in a collaborative, inclusive, and innovative work environment that has a deep commitment to position our graduates for success in their professional and personal lives. Visualize applying your energy and skills for an organization that respects and cares about its employees enough to offer some of the best benefits of the industry while encouraging every team member to grow, collaborate, and provide input on how to consistently make the workplace a place people love to work. Imagine working at a college that welcomes everyone — students, faculty, staff, and community members — regardless of their backgrounds, beliefs, or traditions. If what was just described is what you look for in a workplace, welcome to the University of Colorado Colorado Springs (UCCS)!

The Student Engagement and Programs Coordinator shall promote and maintain a student-centered approach to supporting military-connected students from recruitment to graduation, and beyond. Focal areas include personal, responsive support in the areas of academics, social, and transition for those students who are veterans, active-duty military, and their family members.

Who We Are:

The University of Colorado Colorado Springs (UCCS) is one of four campuses in the University of Colorado system and is home to over 9,000 undergraduate and 1,800 graduate students. UCCS offers 53 undergraduate degree programs, 24 graduate degree programs, and 8 doctoral programs. UCCS is also home to the world's only Bachelor of Innovation™ program, which allows our graduates to master multi-disciplinary skills and graduate ready to create real change in the world. UCCS was recently classified as a "High Research Activity" university by the Carnegie Foundation and takes pride in being the only higher education institution in southern Colorado that explicitly includes research as part of its mission. We have a strong focus in fueling student success by creating, using, and maintaining a multitude of offices – First Year Experience, Excel Centers, Academic Advising, and the Career Center just to name a few. Overall, UCCS is constantly focused of preparing our students to have success in the future, and we understand that every single employee on our campus has a significant effect on that focus.

The city, which was recently ranked as the number two Best Places to Live by U.S. News & World Report in 2022, known as Olympic City USA, rests at the base of Pikes Peak, the inspiration for the song "America the Beautiful" and a must-see for residents and visitors alike. The 14,115 foot summit is just one of dozens of area attractions, including scenic trains, museums, parks, a zoo and more. With a mild climate and 247 days of sunshine each year, the Springs boasts some of the state's best recreation opportunities.

Job Duties:

Creates, executes and maintains programs built around academic, social and transition support for military-connected students to include specific and purposeful veteran educational programs, such as: Boots to Suits, The Exchange, peer advising, SALUTE Honor Society, TARGET Success, and the Student Veteran Organization.

Communicates to and trains student employees regarding UCCS academic policies and procedures.

Oversees and coordinates outreach events focused on recruitment and retention, event planning, and student orientations. Events include, but are not limited to, informational sessions with on and off-campus presenters, VMA-specific orientations, and employment/career fairs. Coordination includes, but is not limited to, reserving space, ordering catering, and marketing.

Works with the VMA Director to improve the overall academic and social experience for incoming student veterans, active duty servicemembers and their families.

Responsible for purchasing promotional items and arranging catering for events.

Engages in proactive relations with military community by participating in local and national military sponsored events, fairs and conferences, focused on recruitment and retention.

Assists in the creation and implementation of a career services plan for veterans through an established educational program and in conjunction with the UCCS Career Center.

Provides semester reports to the VMA Director, including detailed information such as number of student contacts, programs offered, Boots to Suits program, and any other applicable information related to the goal of this position.

Creates and distributes monthly newsletter.

Responsible for creating and posting social media content.

Other VMA duties as assigned.

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Job Competencies:

Strong organizational and interpersonal skills, and the ability to interact one-on-one as well as in groups.

Excellent verbal and written communication skills.

Excellent customer service skills and understanding of military experience.

Ability to communicate with students and individuals across a broad spectrum of backgrounds.

Ability to handle multiple priorities while maintaining a professional demeanor.

Ability to project a positive, professional image of the VMA while conducting program objectives.

Takes initiative and able to effectively work independently.

Strong computer skills with Microsoft Suite applications.

Work Location: On-site

Remote work will be available for emergency events. This will be offered based on the emergency and allowance will come from leadership and the guidelines provided at the time of the emergency.

This position has been determined to be exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

What We Offer:

Salary Range: Generally starting at \$40,094 - \$51,676 per year

The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.

The University of Colorado Colorado Springs offers excellent benefits, some of which include:

Medical insurance, with the lowest cost option being \$0 to the employee

Dental, Vision, Life and Disability insurance

Generous paid vacation and sick time accruals (14.67 hours of vacation and 10 hours of sick accrued per month, prorated if part-time)

Mandatory retirement plans. Employees contribute 5% of their annual compensation. CU doubles that and contributes 10%

Tuition Assistant Benefit available to you or a dependent

Paid Parental Leave after 12 months of employment

Off Campus Housing Resources

Tentative Search Timeline:

Priority will be given to applications submitted by August 14, 2022. However, this posting will remain open until filled.

The potential dates for interviews with the search committee will be the week of August 22, 2022.

The potential dates for interviews with the supervisor and appointing authority will be the week of August 29, 2022.

The potential employee start date is September 12, 2022.

The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.

UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic

information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting the Office of Human Resources at (719) 255-3372.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

Qualifications:

Please note that while the position details both required qualifications as well as preferred qualifications below, we want applicants to be aware that they do not need to have all of the preferred qualifications to be considered for this position. If you meet the minimum qualifications, have passion for the work, along with experience in a related field, you are encouraged to apply. We encourage on-the-job training for any additional skills or knowledge that become relevant to the position.

Minimum Qualifications:

Bachelor's Degree from an accredited institution of higher education.

Two (2) or more years work experience in event planning, recruitment, and/or program creation.

Preferred Qualifications:

Military service and/or experience working with veterans, active duty and their family members.

Experience working in higher education.

Knowledge of VA educational benefits.

Experience in marketing/social media; recruitment and retention; student development; and/or leadership.

Experience using Canva, Teams, and/or Cvent.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit. Employee is occasionally required to stand and walk. Tasks may involve looking at computer screen continuously for long periods of time. The employee must occasionally lift and/or move up to 10 pounds.

To perform this job successfully, an individual must be able to perform each of the established essential functions and meet the physical and environment demands described satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, physical and environmental demands.

Applicants with disabilities: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the appointing authority or Human Resources.

Special Instructions to Applicants: • Applications submitted by August 14, 2022 will receive full consideration. However, the posting will remain open until filled. • Applications submitted through email or surface mail will not be considered. Please apply at cu.edu/cu-careers (job #: 26845). • Official transcripts will be required upon hire. • Upon request, please be prepared to provide five professional references (at least two previous/current supervisors), including their email contact information.

If you have technical difficulties with your application, please contact the CU Careers help desk at 303-860-4200 #5 or cucareershelp@cu.edu. Job related inquiries should be directed to the posting contact. The University of Colorado Colorado Springs will not sponsor work visas or permanent resident applications for this position.

Application Materials Required: Cover Letter, Resume/CV

Application Materials Instructions: Please identify the job specific minimum qualifications you possess in your cover letter and be sure your resume includes any and all relevant experience to be accurately assessed against the qualifications listed in the posting. To apply, please submit the following application materials to this posting. 1. A current resume. Must include date ranges to include month and year (mm/yyyy) and whether the position was full time or part time. 2. A cover letter that specifically addresses the job requirements and outlines qualifications. When submitting the materials, check the Job Specific Attachments box next to each document in order for the search committee members to see your materials.

Job Category: Academic Services

Primary Location: Colorado Springs

Department: C0001 -- Colorado Springs Campus - 40387 - VCSA-MILITARY STUDENT AFFAIRS

Schedule: Full-time

Posting Date: Jul 27, 2022

Unposting Date: Ongoing

Posting Contact Name: Jeff Deickman

Posting Contact Email: jdeickma@uccs.edu

Position Number: 00002435

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. All University of Colorado campuses and system administration require COVID-19 vaccination for all faculty, staff and students. For additional information, please see the vaccination requirement webpage.

The University of Colorado participates in and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.E-Verify