

**Undergraduate Academic Engagement (U-Engage)
Student Employee Job Description**

Position: Office of Undergraduate Research Coordinator

Starting Pay: Minimum UNC wage per hour depending upon qualifications – Federal Work Study or State “No-Need” Work Study is preferred but not required.

Hours: Flexible schedule – 10-15 hours per week depending on student availability and status of work study to cover part of the wages.

Supervisor: Loree Crow or U-Engage Graduate Assistant

Required skills for this position:

- Experience with research
- Project oriented; highly organized, with an ability to create new organization systems as they relate to data and organizational documents;
- Strong level of professionalism as demonstrated through verbal and written communication and face-to-face interaction.
- High detail orientation, with an ability focus on data
- Advanced skill with computer software including Microsoft Office Suite; specifically, excel spreadsheets, Word, utilizing Outlook or similar.
- Willingness to learn qualitative and quantitative research and assessment methods as determined by U-Engage leadership.
- An ability to juggle multiple tasks and understand priorities.
- Highly self-directed.

Desired (not required) Skills or traits for this position:

- Experience with research conferences as attendee
- Experience with basic statistics
- Experience with event or activity planning
- Junior or Senior undergraduate status.

Job Duties:

- Provides overall coordination for the Office of Undergraduate Research including but not limited to:
 - Assist with event organization for Fall Symposium, Student Showcase for Artists and Scholars, OUR Workshops
 - Communicate with research program and conference participants through email and occasionally phone calls or texts.
 - Coordinate travel for National Conference for Undergraduate Research (NCUR) participants, potentially including booking or tracking hotel rooms, rental cars, shuttles, and organizing travel documents.

- Create and maintain multiple tracking spreadsheets of participants in OUR activities.
- Create reports at the end of each semester with the participant counts and overall success and outcomes from OUR programs.
- Participate in data collection, analysis, and reporting of findings
- Participate and collaborate in meetings to develop new or revised programs, activities, and workshops.
- Assist with other tasks in the U-Engage

Training dates:

- August 10-11, 2024, Estes Park, U-Engage Student Leadership Retreat (overnight, no cost)
- August 22, 23, 2024

Learning Outcomes:

A successful student employee will

- Develop professional communication skills including written and verbal communication
- Develop organization skills, including juggling multiple priorities
- Develop report writing and spreadsheet use skills.
- Develop event planning skills.
- Develop strong collaboration skills, learning to work on a team to successfully deliver programs and events

Applying for the Position:

Apply through the [U-Engage Website, Connect with Us, Job Opportunities](#) page by Monday July 22. Candidates will be interviewed during the week of July 22-26 either in person or via Zoom. You may upload a resume or CV or may complete all questions in the application in lieu of a resume or CV. (Resume or CV is preferred).

Direct link to Application:

https://unco.co1.qualtrics.com/jfe/form/SV_9Eyv5txmz9gQYXs

Contact:

Loree Crow, U-Engage Executive Director, loree.crow@unco.edu or Margaret Kelley margaret.kelley@unco.edu with questions about the position.

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U-ENGAGE unco.edu/academic-engagement

Honors Program|Interdisciplinary Studies|Leadership Studies|McNair Scholars
Office of National Scholarships & Fellowships|Office of Undergraduate Research|ROTC

Michener L098 | Campus Box 13 | Greeley, CO 80639
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[Schedule an Appointment](#)

