COLORADO COLLEGE

2019-20 Student Employee Job Description

Office of Financial Aid and Student Employment
All fields must be completed

Department:	Career Center
Location of employment:	Career Center
Job title:	Communications Intern
Start date:	Block 8 – Admin Training/ Block 1- Further Training
End date (if applicable):	N/A
Average hours per week:	8-10
Supervisor:	Jolina Meechan
Supervisor's email:	jmeechan@coloradocollege.edu
Supervisor's phone:	719-389-6893
Other contact (if any):	Megan Nicklaus (mnicklaus@coloradocollege.edu)
Pay step: I - $11.10/hr. II – $11.50/hr.	**Please specify the pay step** ☐ I Entry-level position with minimal qualifications required. **Example:** office assistant ☒ II High degree of responsibility with minimal supervision; high level of skill or training required; knowledge of special skill or academic area required. **Example**: tutor or lifeguard
Briefly summarize purpose of position:	Communications Interns operate individually and as part of a team assisting the Career Center Staff in providing comprehensive career services to students and alumni. This position acts as student liaison in the media promotion of the Career Center's mission on campus.
Qualifications:	- Excellent listening, communication, critical thinking, and time management skills - Highly responsible, motivated, and willing to learn and develop professional, transferable skills - Ability to work both collaboratively and independently - Organized, reliable, and efficient in starting and completing projects - Ability to balance academic, extracurricular, and office work - Great communication, writing & interpersonal skills

Essential job functions: APPLICATIONS DUE BY SUNDAY, MARCH 30th (end of Block 7, week 1)	Training for all duties will be progressive and provided. Please see below of a list of duties and responsibilities. Communications/ Marketing: 1. Collaborate with Communications Fellow to work on projects and programs 2. Interest in graphic design, brand management, social media, SEO (Search Engine Optimization), or web design 3. Effectively research & outreach to alumni and speakers for programs hosted by the Career Center Administrative: 1. Develop knowledge of career resources and articulate the services provided by the Career Center. 2. Answer phones, respond to emails, notify staff of appointments, and direct visitors to appropriate locations. 3. Maintain professionalism to include attitude and dress.
Additional job functions:	1. Refer students to appropriate resources and assist with marketing of services and programs. 2. Complete other duties and projects as needed. 3. Attend all mandatory Blockly staff meetings and trainings.
How to apply:	Submit resume & cover letter to jmeechan@coloradocollege.edu with the subject: "Intern Application"

Please check at least 5 competencies that a person in this position should exemplify:	Competencies

☒	1) Work Ethic
	   a. Consistently works energetically to accomplish tasks
	   b. Takes responsibility for work that needs to get done
	   c. Does the best job possible in all situations
	   d. Does not carry out non-work activities during work

☒	2) Time Management
	   a. Uses time effectively while at work for maximum productivity
	   b. Consistently meets all work deadlines unless unanticipated and unavoidable interruptions arise
	   c. Takes on additional tasks and fits them into schedule when necessary

☒	3) Work Quality
	    a. Organize work/duties efficiently and effectively
	    b. Prioritizes tasks appropriately
	    c. Carries out work accurately
	    d. Attention to detail
	    e. Completes work on or ahead of schedule
	    f. Responds to specific inquiries/requests in a timely manner

☒	4) Professionalism/Customer Service
	    a. Dress/presentation is appropriate to work position
	    b. Arrives punctually for work and remains for entire scheduled time
	    c. Does not miss scheduled work except in emergency circumstances
	    d. Interacts professionally and courteously with supervisor (as relevant) and others
	    e. Speaks with tact, composure and diplomacy in all circumstances
	    f. Follows directions when directions are given
	    g. Takes on additional tasks when necessary
	    h. Responds non-defensively and without blaming others when feedback is given
	    i. Anticipates needs/demands of supervisor and others and responds effectively
	    j. Interacts respectfully with all people, regardless of their status or identities
	    k. Monitors own performance and actively seeks feedback for improvement
	    l. Supports others in behaving professionally

☒	5) Initiative
	    a. Works independently on tasks, problem-solving, or other situations
	    b. Asks for clarification or further information where necessary
	    c. Resolves issues or potential issues proactively
	    d. Acts resourcefully to accomplish job when supervisor is not available
	    e. Continually learns new skills and information where relevant
	    f. Uses mistakes to further own knowledge and competence

☒	6) Technical Knowledge
	    a. Uses general computer skills necessary to complete tasks
	    b. Uses specific computer skills (Excel, etc.) necessary to complete tasks
	    c. Uses technical skills other than those related to computers (photocopying, etc.) to complete tasks
	    d. Uses technical academic knowledge (e.g., statistics) to complete tasks
	    e. Learns and understands new programs and/or technologies to successfully accomplish assigned work duties

☒	**7) Problem-Solving**
	   a. Articulates nature of problem that needs solving
	   b. Describes information/tools needed/available to solve problems
	   c. Solves straightforward problems by working through them
	   d. Solves challenging/ill-defined problems by applying sound reasoning, critical thinking, creativity, analysis, etc.
	   e. Obtains, uses, and interprets facts and other information to solve problems Reliability is demonstrated with attendance and punctuality
	   f. Follow established policies, procedures, and practices

☒	**8) Analysis**
	   a. Reasons through complicated situations with incomplete information
	   b. Breaks problems or situations down into constituent parts
	   c. Explains how different parts relate to each other
	   d. Draws implications from analysis

☒	**9) Ethical Behavior**
	   a. Makes decisions based on ethical standards rather than bias or potential gain
	   b. Takes action based on ethical standards rather than bias or potential gain
	   c. Articulates and exemplifies the core values of CC (honor, respect, and integrity) and is able to explain how these affect their position
	   d. Explains implications of CC core values (honor, respect, and integrity) for work position and responsibilities
	   e. Conscientiously avoids conflicts between personal/private interests and CC responsibilities, including (but not limited to) confidential information, financial transactions, and personal relationships

☒	**10) Appreciation of Diversity**
	   a. Listens to different perspectives non-defensively and without anxiety
	   b. Learns from people of different backgrounds or perspectives
	   c. Works productively with people from different backgrounds, or with different perspectives
	   d. Forges professional relationships with people of different backgrounds or perspectives

☒	11) Communication Skills
	    a. Writes clearly, effectively, and with proper audience(s) in mind within context of position
	    b. Speaks clearly, effectively, and with proper audience(s) in mind within context of position
	    c. Utilizes good listening practices

☒	12) Team Work
	    a. Works effectively with others
	    b. Uses conflict resolution skills to resolve or defuse disagreements
	    c. Articulates team goals and ways to reach those goals
	    d. Develops and maintains positive relationships with team members
	    e. Acts in ways that influence team members positively
	    f. Develops understandings of larger work-related matters such as human motivation, conflict management, group dynamics, and effective work processes