



Boulder Faculty Assembly

UNIVERSITY OF COLORADO **BOULDER**

Title: BFA Communications & Assembly Assistant
Level: Student Assistant I
For: SP24 and ongoing
Hours: 6-10 hours per week
Pay: \$17 - \$20 hourly (depending on experience)

The Boulder Faculty Assembly is the representative body of the faculty in the shared governance of the CU-Boulder campus. A guiding principle of that shared governance, recognized by the Board of Regents of the University of Colorado, is that the faculty and the administration shall collaborate in major decisions affecting the welfare of the University. In practice, the BFA has primary responsibility for setting academic policy and is expected to advise the administration on other policies.

The BFA office supports and coordinates these efforts, which include:

- monthly meetings of the [General Assembly](#) – made up of over 70 faculty representatives from all academic units on campus as well as administration and shared governance liaisons.
- weekly meetings of the [BFA Executive Committee](#) – made up of BFA Officers, chairs of the BFA Standing Committees, college/school faculty council leaders, and administration liaisons.
- the [BFA Excellence Awards](#) – selection processes & campus reception which occur during spring semester
- general faculty communications (mostly through the email, the [BFA website](#), and SharePoint)
- general administrative office support including expense tracking, ordering supplies, etc.

What we are looking for in a student employee:

- Professionalism - This position works closely with faculty and upper administration on both academic and administration issues. *We are looking for a student who is interested in developing these skills.*
- Availability – The General Assembly meets in the late afternoon on the first Thursday of the month during the academic year. *Availability during this time is important.* Additionally, this position requires 1-2 semesters of training, so ideally we are most interested in students with 2-3 years remaining in their studies. Availability during fall and spring semesters is required, however optional summer/winter break project work is possible.
- Technical & Software Skills – familiarity with Microsoft Office Suite (Word, Excel, Outlook, OneDrive, etc.) and Adobe Acrobat is preferred. *We will train you on using all pertinent CU software and programs required for the job.*
- Website Editing - Website updating is a key portion of duties, *but no experience is required outside of a desire to learn.* The student coordinator will be trained on CU's Drupal based WebExpress and oversee general website updates and maintenance.

Boulder Faculty Assembly (BFA)
Norlin – E138
University of Colorado Boulder
Boulder, CO 80309

303-492-6271

www.colorado.edu/bfa
bfa@colorado.edu



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- Event Planning & Projects – this position assists the Program Manager at several BFA events including the Excellence Awards Reception, New Faculty Orientation, and May Assembly reception. Additionally, the student may be asked to work on ad-hoc projects as requested by the BFA Chair, Program Manager, or by standing committee chairs.
- General Office –assisting in office purchases, office organization, and some budget tracking and accounting, but no experience is necessary. The student coordinator will gain an understanding of department business processes for a higher education non-profit institution.

What we offer:

- Starting pay will be at \$17 per hour (or more depending on experience) for approximately 6-10 hours a week starting spring semester 2024. No work study funding is required.
- A combination of remote and in-office/campus work. Our office is in Norlin Library near the Laughing Goat.
- Schedule flexibility - outside of General Assembly on Thursdays and event dates the student coordinator has a great deal of flexibility in setting their schedule including some evening/weekend work.
- Learn how to better engage with faculty. You will have the opportunity to meet faculty and make connections in your field (s) from all campus units. Additionally, we work with our students to help them gain skills in communicating with faculty and asking for mentorship, research opportunities, etc.
- Prepare for graduate school and future jobs – our office and often our faculty will work with you to think about grad school, research, and job opportunities for after you graduate. This position allows you to add professional office work to your resume and a strong letter of reference. Often our student coordinators are also given letters of recommendations for graduate school from the BFA Chair.

Apply: Send resume in an email to Lynne Howard (bfa@colorado.edu)

In your email, please state your year at CU, major(s) and your availability on Thursday afternoons from 3-5pm.

The position is open until filled.

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