

# STUDENT EMPLOYMENT



Communication and interpersonal skills: practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues, create clear and effective communications in person and in writing, and learn to positively represent the UMC and our mission.

Problem solving: proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.

Professionalism and leadership: Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following UMC professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.

Creating a safe and inclusive environment: learning to encourage and promote a welcoming environment in the UMC, attending diversity trainings, contributing to creating inclusive spaces and supporting the Division of Student Affairs inclusion statement.

### **Job-specific Learning Outcomes**

Manage personal time in order to maintain consistent work availability.

Develop customer service and communication skills with clients.

Apply principles of conflict management to resolve challenges.

Positively represent the program and uphold the mission of safe transportation.

### **Required Trainings**

CU: Defensive Driving

CU: Discrimination and Sexual Misconduct

CU: Campus Security Authority

Diversity training

New Student Employee Orientation (NSEO)

ADA Vehicle Management

**To apply for this position, you must** fill out an application by visiting the UMC Student Jobs webpage at [colorado.edu/umc/student-jobs](https://colorado.edu/umc/student-jobs).

### **Job contact:**

Quinn Conroy, [quinn.conroy-1@colorado.edu](mailto:quinn.conroy-1@colorado.edu)

### **UMC Mission Statement**

Diversity and inclusivity  
Engagement with the CU Boulder community  
Honoring veterans  
Quality facilities, programs and services  
Student development  
Sustainability

### **Student Affairs Inclusion Statement**

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

### **The UMC is an Equal Opportunity Employer**

The UMC does not discriminate in any condition of employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

### **Background Checks**

The University of Colorado Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, background checks may be conducted.