The CU Denver LYNX National Arts and Media Camps (LYNX Camp) is hiring a Summer Programs Office Assistant for the 2017 Summer. The Summer Programs will take place from June 18th - August 4th on the CU Denver campus. Camps include: Music Industry Camp, Filmmaking Camp, Digital Animation and Motion Graphics Camp, Sculpture Camp, Advanced Singer/Songwriter Camp, Photography Camp and the College of Arts & Media Preview Week Camp.

More information about the LYNX Arts Camps is available on our website: [http://www.ucdenver.edu/academics/colleges/CAM/LYNX_Summer_Camps](http://www.ucdenver.edu/academics/colleges/CAM/LYNX_Summer_Camps)

**LYNX Camp Mission:**
The LYNX Camp mission is to effect change by preparing high school students to successfully pursue their artistic passions through higher education.

LYNX Camp students are exposed to the skills they need to foster creativity, learning, and community in a higher education environment in order to reach their full academic potential.

**General Position Overview:**
The Summer Programs Office Assistant will help support office work and logistics before and during the LYNX Camps. The Summer Programs Office Assistant will manage paperwork, make phone calls, help prepare for camps and represent the LYNX Camps when needed. The Summer Programs Office Assistant will report to the Summer Programs Coordinator and meet with the Coordinator regularly both before, during and after the camps.

**Appointment Dates:**
The Summer Programs Office Assistant will begin on June 1st and end on August 8th, 2017. These dates are flexible.

Before Camp Hours- Flexible, as needed during the hours of 8am-5pm M-F
During Camp Hours- 10am-2pm M-F
*Must be able to work opening Sunday and closing Friday of each session

**Before the camps the Summer Programs Office Assistant will:**
- Participate in extensive training about CU Denver, The College of Arts & Media, and The LYNX Camps covering areas of history, mission, purpose, policies and procedures.
- Prepare rosters, nametags, and paperwork management.
• Attend All Staff Trainings prior to camp.
• Make pre-camp family phone calls.
• Help take final payments.
• Regularly meet with the LYNX Camp Coordinator.
• Manage student health info and report them to Graduate Student Coordinator and Summer Programs Coordinator.
• Other duties as assigned.

During the camp the Summer Programs Office Assistant will:
• Serve as a role model for LYNX Camp students.
• Prepare certificates and any final showcase/concert documents.
• Help assist in set up, management and clean up of opening day and closing day activities.
• Bring items from office to Campus Village.
• Help supervise students at lunch when needed.
• Prepare for upcoming camp session.
• Act in the best interest of the University of Colorado, LYNX Camp and the students.
• Other duties as assigned.

Required Qualifications:
• Current CU Denver student

Preferred Qualifications:
• Current College of Arts & Media Student
• Knowledge of the LYNX Camps
• Prior office experience
• Attention to detail
• Strong customer service skills

Total Compensation: Paid hourly with expectation of total earnings up to $200-$250 per week.

Application deadline is April 12th at 5pm. Applicants can select to apply for one or all sessions of the camp. Please e-mail Resume and Application Form to Summer Programs Coordinator, Katryn Bowdle at Katryn.bowdle@ucdenver.edu by April 12th to apply.