

## Entrepreneurial Challenge Student Manager Position Description

This position serves the Monfort College of Business Entrepreneurial Challenge through the support of a collaborative team environment to share in the duties and to achieve all goals. You will need to conduct yourself in a professional and mature manner. In this position, you will learn valuable management and marketing skills along with program development that can be translated into career advances.

### Requirements:

- Business Major.
- Demonstrated leadership abilities in class and extra-curricular activities.
- Must be in good standing with the University.
- Must have filled out the Scholarship Application for the current academic year.
- Must have strong communication skills.
- Teamwork, accountability, good writing skills.
- Preferably two (2) year commitment.

Please send your cover letter and resume to Kim Lebsack (kimberly.lebsack@unco.edu).

### Compensation:

- Work-study; or
- Scholarship; or
- Professional Experience

Financial Aid packages may be reduced while employed in this position if awarded a scholarship. It is important to check with the Financial Aid Office to see how the position would affect your potential aid package. Work schedule includes an average of 5 hours per week.

### Duties and Responsibilities:

- Assist in the operation of all of the following aspects:
  - **Marketing:** Social media marketing, recruit students for the student challenge, prepare flyers and other marketing material as needed
  - **Management:** Manage judges & participants, recruit student managers
  - **Event Planning:** Workshops, semi-finals & finals
  - **Program Refinement & Development**
- Communicate and maintain good relationships with judges, panelists and applicants. This position will assist and work closely with the Administrative Assistant of Management and staff of the Entrepreneurial Challenge committee.
- Attend weekly staff meetings (required)

### Expectations:

Student Managers are expected to take the initiative in executing all tasks; and in some cases without direct supervision.

Students Managers are expected to attend all weekly meetings and contribute equally.

Communicate effectively with members of the committee, students, faculty, judges and applicants. Situational understanding and networking with Professionals.

I have fully read and understand the above requirements in this agreement and the importance of following through with them. **I also understand that if I do not follow through with this agreement, I may be removed from this position. If awarded a scholarship and you are removed from the position, you will be required to pay back a portion of the scholarship.**

I have read and understand the responsibilities of this position. I also recognize that this position is termed an at-will employment and could be terminated for violation of this agreement and departmental expectations.

Name: \_\_\_\_\_  
(please print)

Telephone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_