

University of Colorado | Anschutz Medical Campus  
School of Dental Medicine  
Official Title: Student Assistant III  
Working Title: Communications Student Assistant III

**Job Summary:**

The University of Colorado School of Dental Medicine (CU SDM) welcomes applications from exceptional candidates with an interest in supporting the Office of Communications. The CU SDM Office of Communications promotes the school's and clinics' strengths across various channels, including external, internal, print, digital, and social media.

This position will work closely with the CU SDM Communications and Content Manager and Director of Marketing & Communications. Projects and hours may vary based on priorities and availability.

This position is located at the University of Colorado [Anschutz Medical Campus](#). The University of Colorado Anschutz Medical Campus is a public education, clinical and research facility serving 4,500 students, and a world-class medical destination at the forefront of life-changing science, medicine, and healthcare. [Read CU Anschutz Quick Facts here.](#)

**Examples of work performed**

- Write content for various communications: Newsroom, website, newsletters, printed materials, etc., to include interviews and research as needed.
- Create content for CU SDM social media.
- Provide CU SDM event support.
- Other duties as assigned.

This description is a summary only and is describing the general level of work being performed, it is not intended to be all-inclusive. The duties of this position may change from time to time and/or based on department and School of Dental Medicine need. We reserve the right to add or delete duties and responsibilities at the discretion of the supervisor and/or hiring authority.

**Why Join Us:**

The University of Colorado School of Dental Medicine (CU SDM), a collaborative partner on the Anschutz Medical Campus, is a diverse learning, clinical care, and research community. The CU SDM is committed to integrated health that innovates, treats and discovers for the well-being of and in-service to local and global communities. CU SDM will be recognized as the leading transformative dental institution that graduates future-ready practitioners to deliver research-informed person-centered care.

**Diversity and Equity:**

The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons

with disabilities, persons within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

**Qualifications:**

**Minimum Qualifications**

- Must be a current student or resident at CU SDM. a
- Comfortable using Microsoft Word.
- Basic understanding of social media and writing.

\*Applicants must meet minimum qualifications at the time of hire.

**Preferred Qualifications**

- Experience writing articles, email copy or social media captions.
- Can speak to the dental school landscape from a student perspective.
- Follows social media trends and can creatively adapt ideas to fit CU SDM.

**Knowledge, Skills & Abilities**

- Outstanding interpersonal communication skills with the ability to work independently and within diverse team structures.
- Patient privacy rights and patient safety.
- A motivated and engaged attitude.
- Empathetic to patients with dental care issues and pain.
- Great attention to detail and quality.
- Ability to work with SDM faculty, staff, residents, students and alumni in a confidential and professional manner.
- Ability to be adaptable, flexible, and to think on your feet.
- Commitment and engagement to diversity, inclusion and belonging.

**How to Apply:**

For full consideration, please submit the following document(s):

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume

Questions/application materials can be directed to: SDMHR Office:  
[sdmhr@cuanschutz.edu](mailto:sdmhr@cuanschutz.edu)

**Screening of Applications Begins:**

Applications will be accepted until finalists are identified. Those who do not apply by March 3, 2023, may or may not be considered.

**Anticipated Pay Range:**

The starting salary range (*or hiring range*) for this position has been established as \$15.00/hr.

**ADA Statement:**

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [hr.adacoordinator@ucdenver.edu](mailto:hr.adacoordinator@ucdenver.edu).

**Background Check Statement:**

The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

**Vaccination Statement:**

The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date. Information regarding this requirement, and exemptions can be found at:

Anschutz: [https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3012---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4e9df3ba\\_2](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3012---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4e9df3ba_2)

Unit-Specific Exemptions:

- Anschutz Campus – Accommodations may be granted for medical or religious reasons.

The University of Colorado seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty, and staff of diverse backgrounds.