



Administrative/Executive Assistant Development Program

Program Guide

Updated July 2026

Table of Contents

2	<u>Program Strategy</u>
3	<u>Who should participate in this program?</u>
4	<u>Entry-level core curriculum</u>
6	<u>Entry-level supplemental curriculum</u>
7	<u>Entry-level program submission</u>
8	<u>Intermediate-level core curriculum</u>
10	<u>Intermediate-level supplemental curriculum</u>
11	<u>Intermediate-level program submission</u>
12	<u>Senior-level core curriculum</u>
14	<u>Senior-level supplemental curriculum</u>
15	<u>Senior-level program submission</u>
16	<u>Accessing the Learning Journey in Percipio</u>
19	<u>CU Administrative Resource Hub</u>
24	<u>Quick-Access Digital Resources</u>



Program Strategy

The Administrative/Executive Assistant Development Program is a program designed to equip individuals at all stages of their administrative careers with the skills, knowledge, and professional confidence needed to excel in administrative roles across CU Anschutz. Whether participants are just beginning their careers or are experienced professionals looking to enhance their capabilities, this program provides a structured learning pathway that supports ongoing growth and advancement.

The curriculum is divided into three progressive levels, **Entry**, **Intermediate**, and **Senior**, each tailored to address the distinct needs, responsibilities, and experiences of administrative professionals. Participants may choose to complete one, two, or all levels of the program. In order to complete a level, individuals must complete the core requirements. Each level functions as a stand-alone program, allowing individuals to focus on the skills most relevant to their current role, while also being designed to build upon the previous level for those who wish to progress through the full series.

By combining practical skill development with professional growth opportunities, the Administrative/Executive Assistant Program empowers participants to advance their careers, strengthen their impact, and contribute meaningfully to the success of their teams and the broader university community.

Program Levels

Entry-Level is ideal for individuals who are aspiring for a career in, or are new to administrative, office, or business support roles. This level focuses on building a solid foundation of essential skills. Participants will develop practical competencies in administrative operations, time and task management, and professional communication with an ultimate goal of establishing the confidence and knowledge needed for individuals to succeed in entry-level administrative and other support roles.

Intermediate-Level is designed for participants with existing administrative, office and/or business support experience. This level expands upon foundational skills to enhance effectiveness in more complex work environments. Participants will strengthen their abilities in project coordination, advanced communication, and workplace collaboration, while also developing emerging leadership, problem-solving and critical thinking skills.

Senior-Level is intended for seasoned administrative, office and/or business support professionals within the university. This level emphasizes strategic thinking and leadership at the organizational level. Participants will explore topics such as long-term planning, decision-making, and participating in high-stakes conversations, preparing them to contribute to departmental goals and lead with confidence across the CU Anschutz community.



Who should participate in this program?

Across the CU Anschutz campus, many roles can benefit from the skills and competencies covered in this curriculum. The job titles listed below are examples and **do not** represent a complete list of all roles pertaining to this program.

Administrative Assistant I, II, III

Managing administrative tasks, scheduling, and communication within a department.

Administrative Coordinator

Handling logistics, scheduling, and administrative tasks for a team or department.

Administrative Manager

Overseeing administrative staff, processes, and office efficiency.

Business Services Professional

Handling calendar management, meeting logistics, travel, faculty credentialing, purchasing, and policy compliance.

Executive Assistant

Providing high-level administrative and strategic support to senior leaders, helping manage priorities, communication, and operations.

Event Coordinator

Planning and executing events, managing logistics, vendors, and schedules.

Faculty Support Assistant

Providing comprehensive administrative support including scheduling, meeting logistics, document preparation, committee support, and recruitment support for faculty.

Office Administrator

Focusing on maintaining efficient office processes and supporting daily operations.

Office Coordinator

Organizing office activities and supporting teams.

Office Manager

Overseeing office operations, coordinating resources, and managing administrative staff.

Operations Coordinator

Coordinating processes, logistics, and resources for smooth operations within an organization.

Project Coordinator

Managing multiple project components by coordinating timelines, resources, and communication, and by proactively supporting successful project outcomes.



Entry-Level Core Curriculum

The entry-level curriculum is ideal for those starting in administrative or support positions. This level offers a foundation by which to prepare new professionals for future growth and success. The entry level curriculum is ideal for those starting in administrative support positions.

Key areas include:

- **Core Duties:** Manage files, handle correspondence, and oversee workflows for smooth operations.
- **Time Management:** Prioritize tasks, set deadlines, and use calendars/lists to stay on track.
- **Effective Communication:** Write clear emails, answer calls professionally, and interact confidently.
- **Office Technology:** Learn essential software (word processors, spreadsheets) and basic office tools.
- **Customer Service:** Represent the organization by greeting visitors, responding to inquiries, and providing information.
- **Professional Relationships:** Understand workplace dynamics and build strong, diverse team connections.



Core Curriculum	Duration	Cost	Course Competencies	Completion Date
Extended DISC*	3.5 contact hrs.	\$0	Leading Self Leading Others and Teams	
The Path to Exceptional Productivity	5 contact hrs.	\$0	Leading Self Leading Programs and Projects	
Understanding Emotional Intelligence	3.5 contact hrs.	\$0	Leading Self Leading Others and Teams	
Writing SMART Performance Goals	3 contact hrs.	\$0	Leading Others and Teams	
Career Essentials in Administrative Assistance	11 contact hrs.	\$0	Not Applicable - e-learning module	
Unlocking Productivity with the Microsoft365 Copilot App**	1 contact hr.	\$0	Not Applicable - e-learning module	
Microsoft Office Accessibility for Beginners	0.5 contact hrs.	\$0	Not Applicable - e-learning module	
Digital Accessibility for the Modern Workplace	1 contact hr.	\$0	Not Applicable - e-learning module	

**Note: This course involves a communication assessment. There is no charge to attend this class, but there will be a minimum of a \$30 fee for no-shows, cancellations (without rescheduling), or if the assessment is taken twice. Please see our [L&D Cancellation Policy for Courses with a Cost](#) for more information.*

***Note: Please visit the [ISS website](#) for a list of current AI tools approved for use within the university setting.*



Entry-Level Supplemental Curriculum

The following courses are not required for program completion. They are offered as supplemental learning opportunities to support and enhance participants' personal and professional growth.

Supplemental Course Options	Duration	Cost	Learning Platform
Getting Started with Microsoft Word	2 contact hrs.	\$0	LinkedIn Learning
PowerPoint Essential Training (Microsoft365)	2.5 contact hrs.	\$0	LinkedIn Learning
Zoom Essential Training	1.5 contact hrs.	\$0	LinkedIn Learning
Learning DocuSign	0.5 contact hrs.	\$0	LinkedIn Learning
Excel Essential Training	2.5 Contact hrs.	\$0	LinkedIn Learning
Microsoft Teams Essential Training	3.75 contact hrs.	\$0	LinkedIn Learning
Outlook Essential Training Microsoft365	2 contact hrs.	\$0	LinkedIn Learning
Critical Thinking for Better Judgment and Decision Making	1 contact hr.	\$0	LinkedIn Learning
CoPilot Prompt Engineering Bootcamp**	2 contact hrs.	\$0	Percipio Instructor-Led Course
CU: Procurement Fundamentals	0.5 contact hrs.	\$0	CU E-Learning Course

****Note:** Please visit the [ISS website](#) for a list of current AI tools approved for use within the university setting.



Entry-Level Administrative/Executive Assistant Program Submission

Name:

CU Email:

Employee ID:

Job Title:

Department:

With this signature I certify that I completed all the Core Curriculum requirements on the dates recorded in the Completed Date column of the tracker.

All completed dates must be entered into the tracker prior to submission. Please submit to L&D by emailing this tracker to HR.TrainingRegistration@cuanschutz.edu. L&D will confirm the completion and issue a Credly badge within a month of receiving the form.



Intermediate-Level Core Curriculum

Ideal for those with a solid foundation in administrative or business support work, the intermediate level is designed to advance core skills and increase organizational impact. This stage supports professionals including executive assistants, administrative coordinators, and business support staff who are building on established competencies and stepping into more complex responsibilities.

The emphasis at this level is on expanding skill sets, strengthening decision-making and communication abilities, and developing the confidence needed to operate effectively with greater autonomy.

Key areas include:

- **Project Management:** Plan, execute, and oversee projects. Define scopes, manage timelines, allocate resources, and mitigate risks.
- **Advanced Communication:** Strengthen verbal/written skills, active listening, negotiation techniques, and presentations.
- **Foundational Leadership:** Develop decision-making, problem-solving, team-building, and motivational strategies.

Special Note: Understanding Requirements at the Intermediate Level

At the intermediate level participants take on greater independence and more complex responsibilities, requiring a broader understanding of the CU Anschutz environment. While formal program requirements are reduced, learning becomes more role specific and varies across departments and business units.

The program allows flexibility for on-the-job training and department-specific systems as real-world responsibilities increase. To support success at this level, additional skill development is strongly encouraged in:

- CU Marketplace – procurement and vendor processes
- Concur – travel and reimbursement compliance
- Foundational Finance Training at CU Anschutz – account codes, reconciliation, and financial policies
- Human Capital Management (HCM) - employee life-cycle processes and core HR transactions

Additional details are available in the [Supplemental Curriculum](#) and [Digital Resources](#) section of this guide.



Core Curriculum	Duration	Cost	Course Competencies	Completion Date
Conflict Resolution Styles - Using the TKI	3 contact hrs.	\$0	Leading Self Leading Programs and Projects	
The Essential Skills for the Unofficial Project Manager	3 contact hrs.	\$0	Managing the Organization Leading Programs and Projects	
Fundamentals of Continuous Improvement Methodology and Culture	2 contact hrs.	\$0	Managing the Organization Leading Programs and Projects	
Lead with Trust: Inspiring Greatness in Teams	3 contact hrs.	\$0	Leading Self Leading Others and Teams	
Understanding Emotional Intelligence	3.5 contact hrs.	\$0	Leading Self Leading Others and Teams	
Essential New Skills in Professional Administration	5 contact hrs.	\$0	Not Applicable - e-learning module	
The AI-Driven Project Manager: 10X Your Productivity with Generative AI**	0.75 contact hrs.	\$0	Not Applicable - e-learning module	
Accessibility-First Design	0.5 contact hrs.	\$0	Not Applicable - e-learning module	

****Note:** Please visit the [ISS website](#) for a list of current AI tools approved for use within the university setting.



Intermediate-Level Supplemental Curriculum

The following courses are not required for program completion. They are offered as supplemental learning opportunities to support and enhance participants' personal and professional growth.

Supplemental Course Options	Duration	Cost	Learning Platform
<u>Leading Virtual Meetings</u>	0.5 contact hrs.	\$0	LinkedIn Learning
<u>Skills for Inclusive Conversations</u>	1 contact hr.	\$0	LinkedIn Learning
<u>From Bystander to Upstander</u>	1 contact hr.	\$0	LinkedIn Learning
<u>Miss Excel's Top Productivity Hacks</u>	1 contact hr.	\$0	LinkedIn Learning
<u>Critical Thinking for Better Judgment and Decision Making</u>	1 contact hr.	\$0	LinkedIn Learning
<u>CU: Procurement Card Cardholder Training</u>	0.3 contact hrs.	\$0	CU E-Learning Course
<u>CU: IT Procurement</u>	0.5 contact hrs.	\$0	CU E-Learning Course
<u>CU: Travel and Travel Card Training</u>	0.5 contact hrs.	\$0	CU E-Learning Course



Intermediate-Level Administrative/Executive Assistant Program Submission

Name:

CU Email:

Employee ID:

Job Title:

Department:

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Senior-Level Core Curriculum

Senior-level administrative professionals including executive assistants, senior business support staff, and advanced administrative staff, play a vital role in supporting leaders, units, and strategic priorities across CU Anschutz. Individuals at this level are highly experienced, operate with autonomy, and are trusted partners in ensuring the smooth and effective functioning of their departments.

This stage of the program is designed for seasoned professionals who are prepared to deepen and refine their expertise. The focus shifts toward long-term planning, advanced decision-making, participating in high-stakes conversations, and strategic skills needed to operate confidently in complex environments.

Key skills include:

- Technical: Advanced MS Office, scheduling, secure data management, and tech-savviness (Zoom, Trello, CRM).
- Communication: Clear verbal/written skills, strong relationships, and active listening.
- Organization: Effective time management, multitasking, and event planning.
- Problem Solving: Critical thinking and independent decision making.
- Business Understanding: Industry awareness, business acumen, and confidentiality.
- Emotional Intelligence: Empathy, adaptability, and stress management.

Mastery of these skills enables executive assistants and other senior-level administrative roles to support executives more effectively and contribute to overall organizational success.



Core Curriculum	Duration	Cost	Course Competencies	Completion Date
<u>Crucial Conversations*</u>	16 contact hrs.	\$300 In-Person \$250 Virtual	Leading Self Leading Others and Teams	
<u>Lead with Your Strengths*</u>	3 contact hrs.	\$50	Leading Self Leading Others and Teams	
<u>Presentation Advantage</u>	8 contact hrs.	\$0	Managing the Organization	
<u>Understanding Emotional Intelligence</u>	3.5 contact hrs.	\$0	Leading Self Leading Others and Teams	
<u>Amplify Critical Thinking with Gen-AI</u>	1 contact hr.	\$0	Not Applicable - e-learning module	
<u>Accessibility for Managers and Non-Designers</u>	2 contact hrs.	\$0	Not Applicable - e-learning module	

**Note: Prices are subject to change based on vendor pricing for materials. The Learning and Development team will confirm the final cost with registered attendees before registration is finalized and speedtypes are charged.*



Senior-Level Supplemental Curriculum

The following courses are not required for program completion. They are offered as supplemental learning opportunities to support and enhance participants' personal and professional growth.

Supplemental Course Options	Duration	Cost	Learning Platform
<u>Master Microsoft Word</u>	8 contact hrs.	\$0	LinkedIn Learning
<u>Master Microsoft PowerPoint</u>	10 contact hrs.	\$0	LinkedIn Learning
<u>Running and Managing Zoom Webinar</u>	1 contact hr.	\$0	LinkedIn Learning
<u>Developing Executive Presence</u>	1 contact hr.	\$0	LinkedIn Learning
<u>Critical Thinking for Better Judgment and Decision Making</u>	1 contact hr.	\$0	LinkedIn Learning
<u>Organization Tips for Event Marketing</u>	1 contact hr.	\$0	LinkedIn Learning
<u>Excel: Advanced Formulas and Functions</u>	5 contact hrs.	\$0	LinkedIn Learning



Senior-Level Administrative/Executive Assistant Program Submission

Name:

CU Email:

Employee ID:

Job Title:

Department:

With this signature I certify that I completed all the Core Curriculum requirements on the dates recorded in the Completed Date column of the tracker.

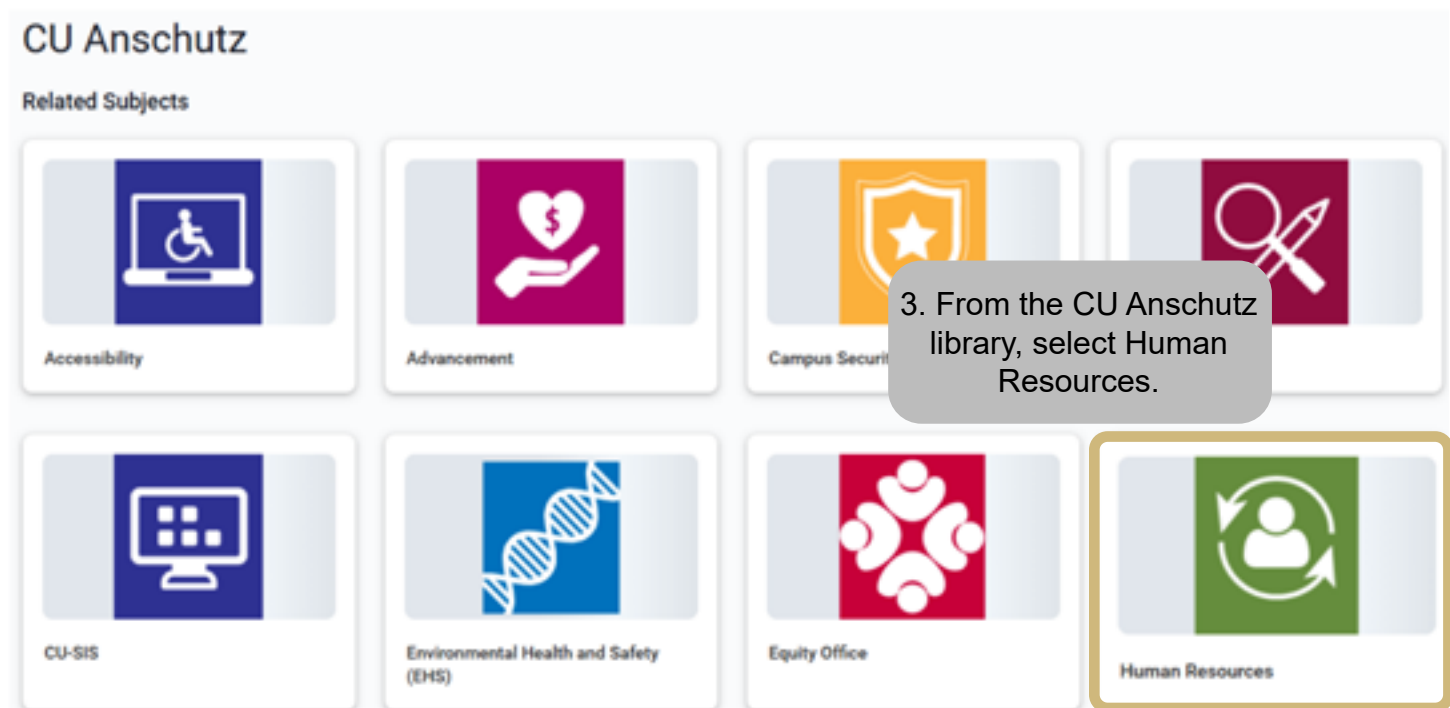
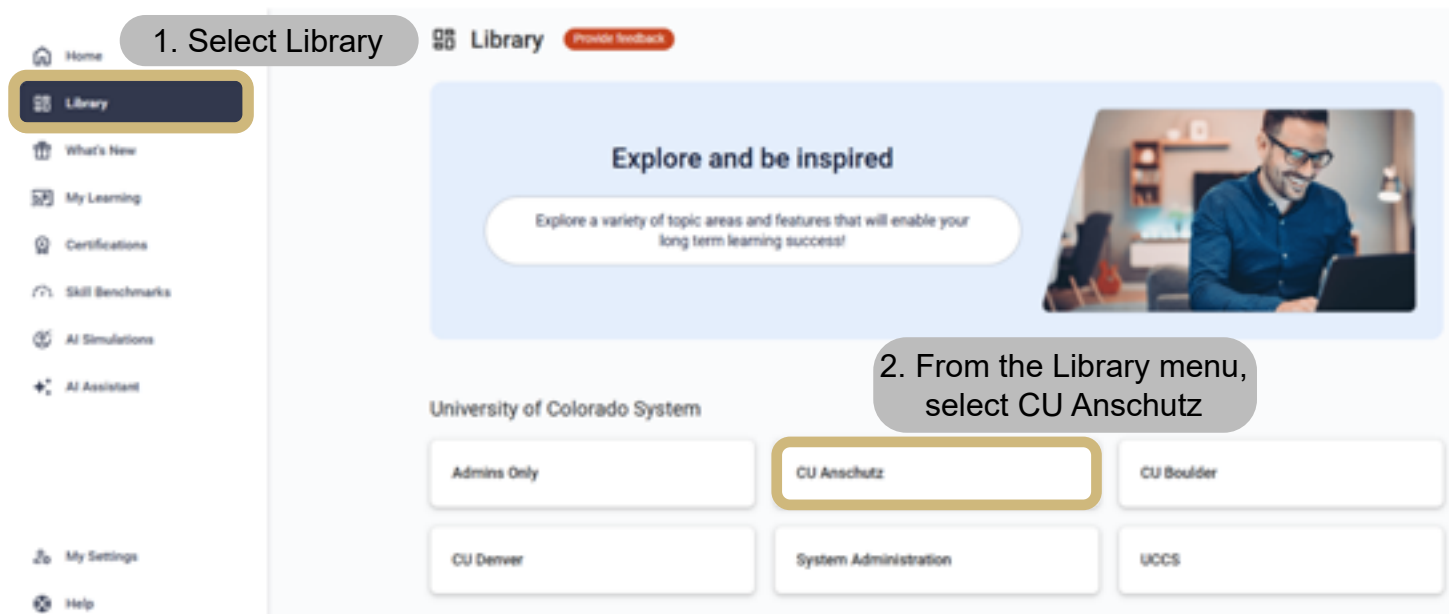
All completed dates must be entered into the tracker prior to submission. Please submit to L&D by emailing this tracker to HR.TrainingRegistration@cuanschutz.edu. L&D will confirm the completion and issue a Credly badge within a month of receiving the form.



Accessing the Learning Journey in Percipio

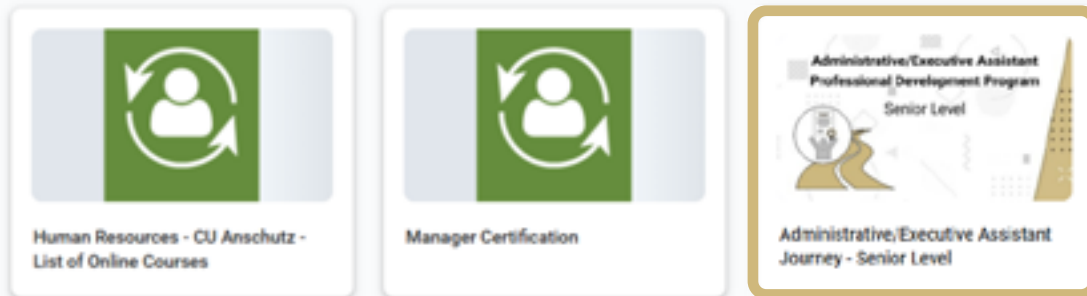
Access Percipio through your campus portal. Once logged into Percipio, select:

1. Library
2. CU Anschutz
3. Human Resources
4. Administrative/Executive Assistant Journey



Human Resources

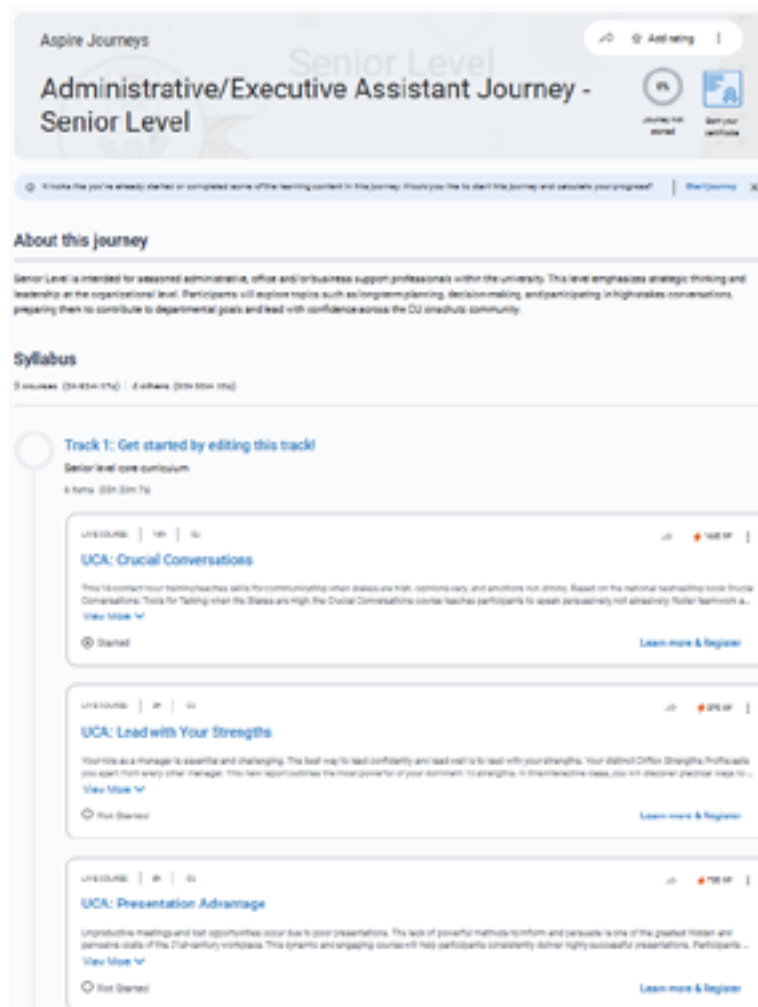
Channels/Journeys



4. Locate the
Administrative/Executive
Assistant Journey

Working within the Journey

Once in the Journey, you will be able to complete courses, monitor progress toward completion, sign up for courses and complete e-learning courses. Each section of the journey is reviewed below.



Required Courses

Complete all required e-learning courses listed in the journey.

LIVE COURSE | 3h | CU

UCD|AMC: Writing SMART Performance Goals

This interactive course helps individuals understand the difference between hard (technical) and soft (social/interpersonal) skills and how to effectively develop SMART performance goals for each. Individuals are asked to bring two performance goals they are looking to incorporate into their annual performance review as the final exercise...

[View More](#)

☐ Not Started

Register for ILTs

Learn more & Register

LEARNING PATH | LinkedIn Learning

Career Essentials in Administrative Assistance by Microsoft and LinkedIn

Learn what it takes to succeed as an administrative professional. Develop essential skills needed for administrative roles, including communication, writing, time management, and must-have software skills.

☐ Not Started

Complete e-learning courses

Watch

Optional Resources

Register and track progress in the Optional Resources section at the bottom of the page. Click the arrows to view all courses listed in this section.

Optional Resources @Optional

Use the materials in this area to enhance your learning.

Entry Level Supplemental Curriculum

Select the down arrow to view all supplemental resources.

LEARNING PATH

Getting Started with Microsoft Word

COURSE

PowerPoint Essential Training (Microsoft 365)

COURSE

Zoom Essential Training

COURSE

Learning DocuSign

Scroll to view all options.

Register and track progress on supplemental courses.

2026 Administrative/Executive Assistant
Program Guide

18

 Anschutz

CU Administrative Resource Hub

Administrative professionals are often responsible for coordinating activities, navigating processes, communicating on behalf of their departments, and connecting others to campus resources. The resources below provide quick access to tools, guidance, and support services commonly used in administrative roles at CU Anschutz. They are intended to serve as a practical reference alongside the knowledge and skills developed through the Administrative/Executive Assistant Development Program.

The Administrative Resource Hub is intended to evolve alongside the needs of administrative professionals at CU Anschutz. If, while participating in or completing the Administrative/Executive Assistant Development Program, you identify additional resources that would benefit future participants, please submit your suggestions to HR.LDCustomRequests@cuanschutz.edu for consideration in future updates.

Please note: Policies, procedures, and online resources may change over time. Participants are encouraged to refer to the linked offices and websites for the most current information and guidance.

Event Planning at CU Anschutz

Administrative professionals often coordinate meetings, conferences, and special events. The [CU Anschutz Event Services Program](#) offers consultation, policy guidance, reservation support, and event planning resources. Administrative professionals who regularly coordinate events are encouraged to join the [Campus Event Organizers Group](#) to access shared resources, training, and networking opportunities.

Topic	Resources
Reserve a Room	The EMS system includes both centrally managed and departmentally managed spaces. All requestable rooms are available through EMS, but approval authority varies by room type and managing department. Department-controlled spaces may have additional review and longer approval times. When making a reservation: Click the room name in EMS to view room information. EMS may display room-specific instructions or restrictions in a pop-up before the reservation is submitted. These notes often contain lead-time requirements, restrictions, and approval information specific to that room. Use EMS to check room availability, submit reservation requests, learn about available event support services, discover more about lead times, review user guides, and much more.



Catering Policies - Anschutz Health Sciences Building (AHSB)	When planning catering for an event, please keep in mind there are special catering policies for AHSB. TStreet Kitchen retains the first right of offer for all meeting and event catering in AHSB and the South Plaza. This means any event with catering must submit their catering request to TStreet. For more details on this and other catering policies/procedures, please visit the CU Anschutz Event Services Knowledge Base.
Plan an event with alcohol	Departments hosting events with alcohol have an overall responsibility and accountability for properly managing their events in accordance with Colorado State liquor laws and university campus policies and procedures. For additional details, please refer to guidelines and protocols through Fiscal Compliance and Risk Management, as well as Campus Administrative Policy 3050.
Promote an event	At a complex organization like CU Anschutz, communicating a message effectively can be a challenge. Here you'll find information about the policies, tools and channels available to you and your team to help ensure your e-comms are consistently on brand and positioned for maximum reach and impact.



Marketing and Branding at CU Anschutz

Administrative professionals frequently serve as ambassadors for their department and are often responsible for developing communications that shape the experience of employees, students, faculty, visitors, and community partners. Understanding and applying CU Anschutz brand standards helps ensure that fliers, presentations, event materials, social media graphics, and other communications present a consistent and professional image across the university. [Brand Standards](#) resources provide guidance on logo usage, colors, fonts, editorial style, design templates, email signatures, and approved vendors for branded materials. Whether you're promoting an event, creating a flyer, or communicating with internal and external audiences, these tools can help you create materials that align with the CU Anschutz brand and effectively communicate your message.

Contact the brand team with questions brand@cuanschutz.edu.

Topic	Resources
Design a flyer or Power Point presentation	Visit the Office of Communication website for templates and resources.
Understand branding standards	Visit the Office of Communication website for guidance on overall branding standards like official CU colors , approved typography , and logo placement . For more information, you can read the full Campus Brand Policy and Editorial Guidelines .



Understanding University Policies & Procedures

Administrative and executive assistants are often the first point of contact when questions arise about university processes and requirements. Familiarity with university policies enables administrative professionals to make informed decisions, reduce institutional risk, ensure compliance, and efficiently support department operations. The [Office of Policy and Efficiency \(OPE\)](#) maintains university-wide administrative policies and serves as a central resource for policy guidance and governance.

Topic	Resources
Travel	Understanding travel approvals, business expenses, reimbursements, and documentation requirements.
Concur	Understanding how to manage expense reports, reimbursements, and related financial documentation through the Concur Travel and Expense System.
Procurement	Following university requirements for purchasing goods and services, working with vendors, and managing procurement processes.
Records Retention	Understanding document storage requirements, records retention schedules, and proper record disposal.
FERPA	Protecting student information and maintaining appropriate confidentiality standards.
Recruitments and Appointment Resources	Supporting hiring activities and maintaining required documentation.
Supervisor Resources	Supporting supervisors in navigating employment processes, employee development, performance management, and workplace challenges.
Employee Relations	Understanding where to seek guidance regarding workplace concerns, performance issues, conflict resolution, policy interpretation, and employee conduct matters.
Leave Information & Resources	Understanding university leave programs, leave-related policies, and available resources, including vacation and sick leave, FMLI, FML, and parental leave.



<u>Fiscal Stewardship and Financial Controls</u>	Supporting responsible use of university funds and following established approval processes.
<u>IT Policies and Standards</u>	Recognizing responsibilities related to sensitive information, cybersecurity, and data protection.



Digital Resources - Quick Access

Finance and Procurement Resources:

- [Concur](#): The Concur Travel and Expense system is a solution accessed through the CU portal managed by the Procurement Service Center.
- [CU Marketplace](#): The CU Marketplace Learning Resources page provides University of Colorado system users with training materials, guides, and support resources to help navigate procurement processes, purchasing workflows, and vendor management in CU Marketplace. It is designed to support employees in completing purchasing tasks accurately and in compliance with university policies.
- [Travel](#): The University of Colorado's managed travel program supports the robust and complex travel needs of all individuals who travel on university business.
- Finance courses serve as access requirements for completing journal entries in PeopleSoft Finance (PSFT). Verify whether you need access to these systems before completing finance courses. Additional details can be found on the [Fiscal Compliance Website](#).

General Resources:

- [CIW & Cognos](#): The Central Information Warehouse (CIW) is CU's system-wide data repository for information sourced from administrative systems such as Human Capital Management (HCM) and Finance and Student Information System (CU-SIS). As a repository for all of CU's data, users can access this one-stop source for federal and state reporting, even if the data has been deleted from the original admin system.
- [Outlook Directory](#): Directory for the University of Colorado (all-campus).
- [Emergency Management](#): The Emergency Management Division at the University of Colorado Anschutz provides guidance and support in the realm of emergency preparedness for the campus community.
- Institutional Knowledge Trainings: Consider attending the free monthly [Educational Toolbox Series](#) to learn more about specific topics and leaders on campus.



HCM Resources:

- [Human Capital Management System \(HCM\)](#): Human Capital Management (HCM) is a human resources solution that helps manage and develop employees and increase engagement.
- [HCM Getting Started](#): This guide describes a few tasks to help new users get started with HCM.
- [HCM Access and Training](#): This guide describes a few tasks to help new users get started with HCM.
- [Expand your HCM knowledge with recorded webinars](#): Watch the following webinars in any order as the content relates to your job role. All webinars are 45-60 minutes long.

Information Strategy & Services:

- [Information Security and IT Compliance](#): Welcome to Information Security and IT Compliance. Together, we can keep our university information secure.
- [Microsoft Outlook Email Access](#): All email lives in the cloud at Microsoft 365 and is accessible from any device, anywhere.
 - Learn how to use Outlook to view [org charts](#) for CU Anschutz staff and faculty.
- [ISS Access](#): Commonly used ISS tools, services, and resources for faculty and staff.
- [ISS Help](#): The Service Desk provides front line technology service and support for students, faculty, and staff at CU Anschutz.
- [Remote Tools and Software Access](#): These tools such as Zoom and Teams allow you to have virtual meetings, online chats, and connect remotely to your files and Anschutz resources.
- [Tools and Services](#): Browse all ISS tools and services or search for a specific tool or service using the search box or filters.



CU Structure, Leadership & Connection:

- [CU System Administrative Structure](#): Provides terminology and definitions of academic and administrative roles across all campuses.
- [CU Anschutz Leadership](#): Provides information on campus leadership, including the Chancellor, Vice Chancellors, Executive Vice Chancellors, and Deans.
- [A Place to Connect](#): A resource that supports community building and engagement across the campus.
- [Affiliate Hospitals](#): Healthcare organizations that partner with CU Anschutz to support education, clinical care, and research. These partnerships vary by school, department, and program and often include clinical training sites and faculty with CU Anschutz academic appointments.
- [CU Anschutz History](#): Provides historical insight on the history of the CU Anschutz campus and schools. A self-guided history walking tour map is also included.

Event Planning Resources:

- [CU Events Calendar](#): See what events are taking place on campus or request for an upcoming work-related event to be added to the calendar.
- [EMS: Requesting Rooms and Resources](#): This system is used to schedule classrooms and conference rooms, multipurpose meeting rooms, computer teaching labs, small group rooms, lecture halls, and auditoriums as well as AV equipment and facilities services.
- [Event Planning Resources](#): This is an excellent place to start when planning events on campus since it serves as a robust resource on navigating all the logistical event planning complexities from adhering to event policies to securing campus spaces or services.

