Office of Admissions HUB Project

University of Colorado Boulder Office of Admissions
Ryan Rothenberg, Virtual Recruitment & CASE Operations Assistant

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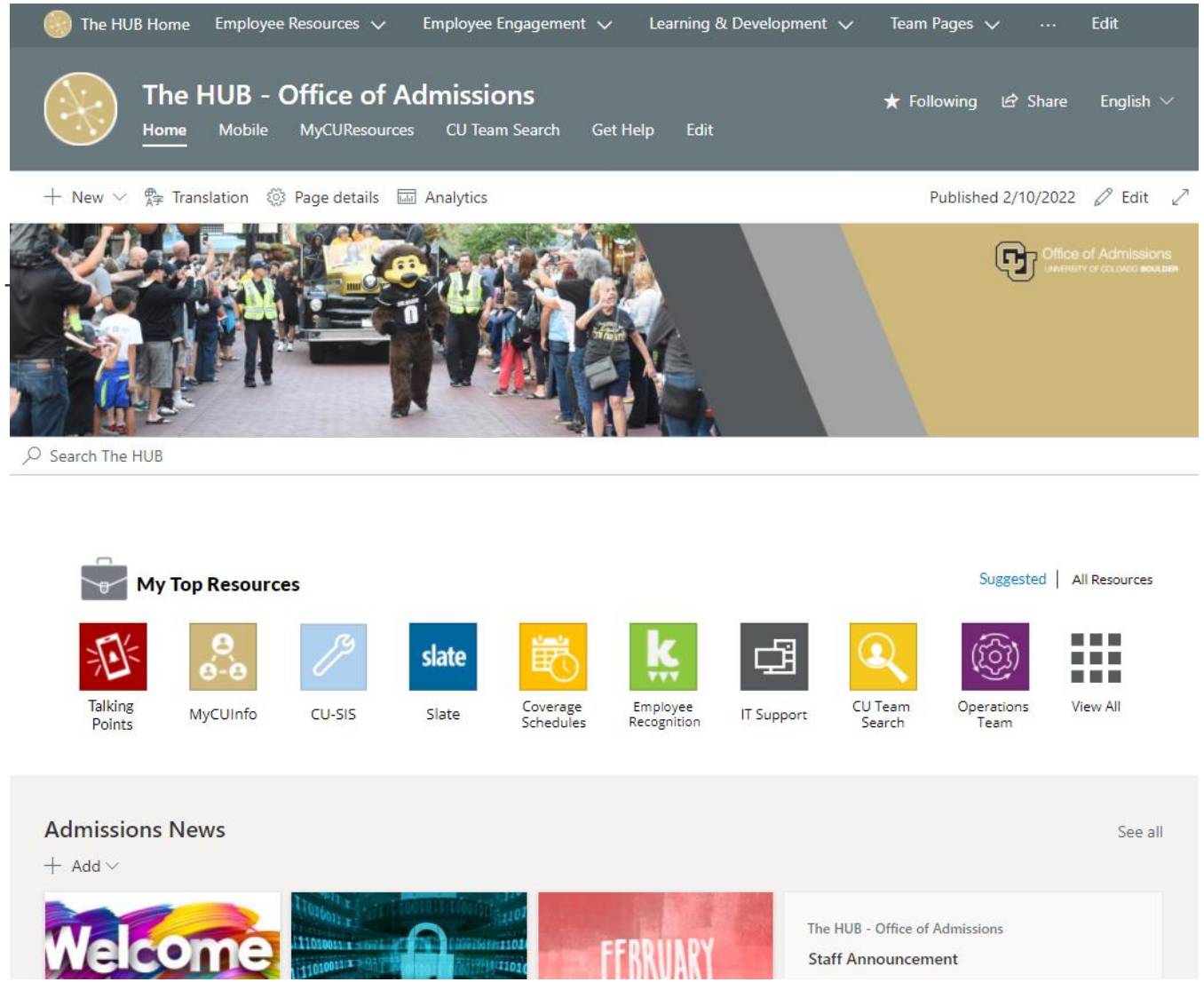
Overview of The HUB

An Internal Network of Information

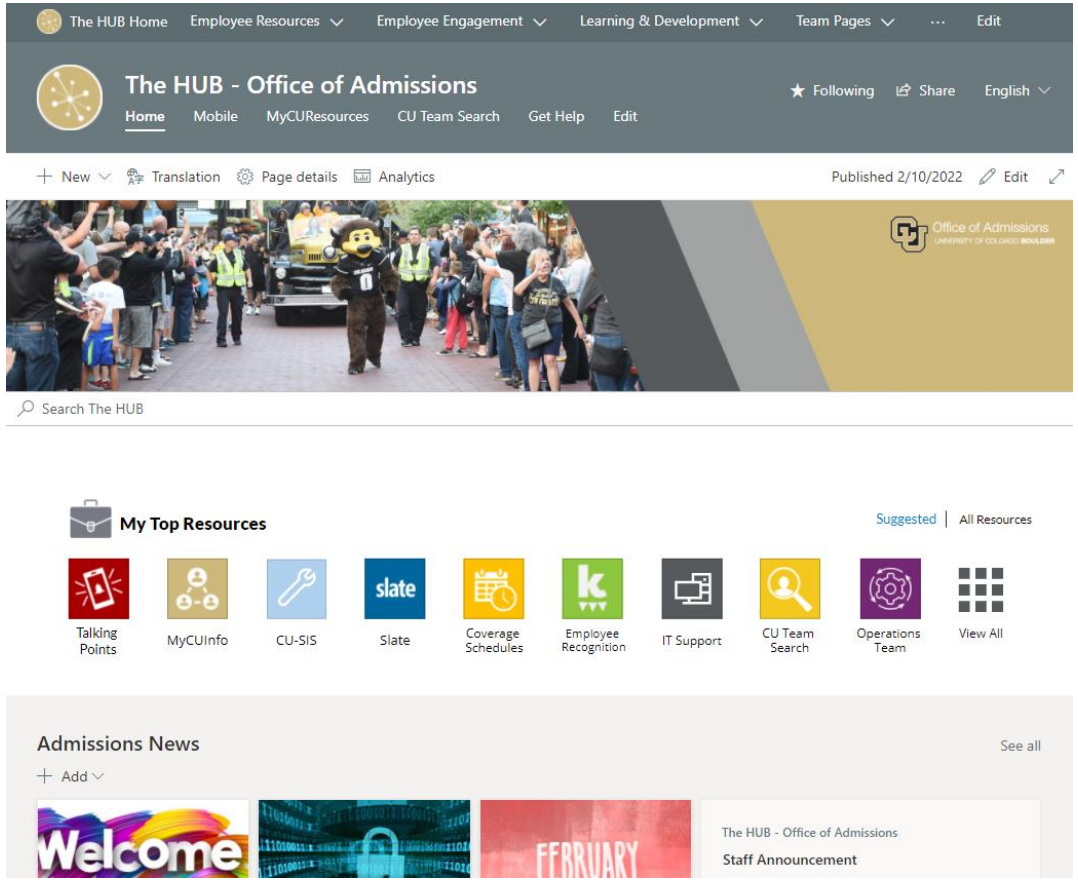
The HUB is designed to be a “one-stop-shop” for all important information in the Office of Admissions. This includes news articles & operational updates, schedules, new employee onboarding, search tools and more.



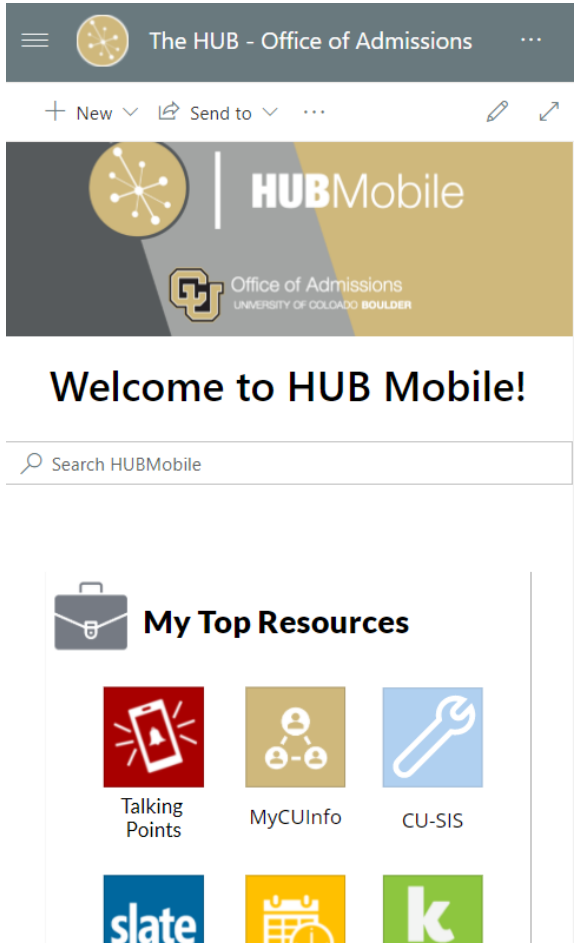
A Dynamic Experience

The HUB can be accessed through both desktop and mobile devices

Desktop



Mobile



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Seamless Integration of Microsoft Products

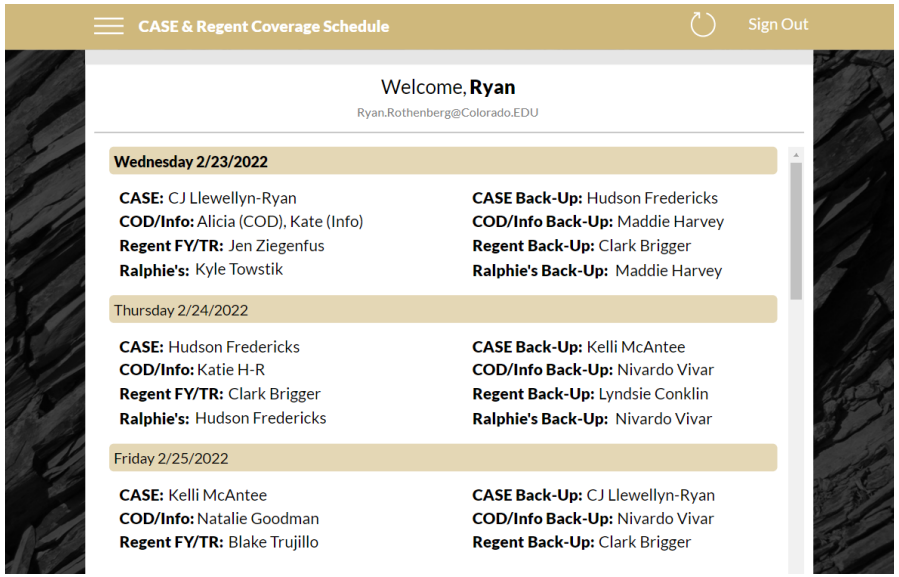
The HUB offers integration of multiple Microsoft products already offered by the CU Boulder Office of Information Technology (OIT).

These include Microsoft SharePoint, PowerApps, Flow, Office 365 Online, and more

The following slides detail the integration of various systems created for The HUB

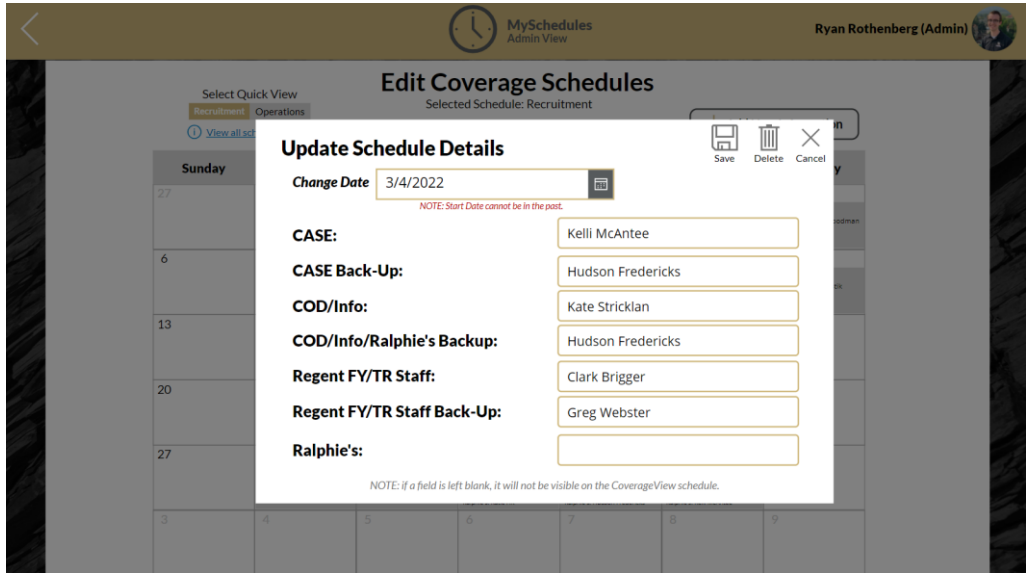
Know When You are Working

The HUB provides easy access to Admissions coverage schedules to know when and where you are working.



Admissions CoverageView

The CoverageView system allows all staff members in Admissions to view their on-campus coverage schedule in weekly and monthly formats, as well as submit shift-trade requests.



MySchedules Editor

The MySchedules tool linked within The HUB provides easy edit access to Admissions leaders to update coverage schedules in an easy-to-use environment.

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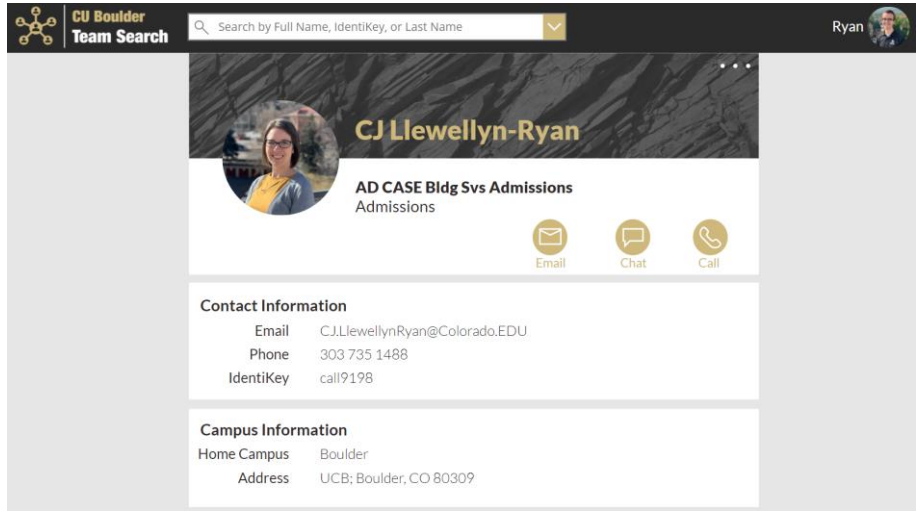
Find Who You're Looking For

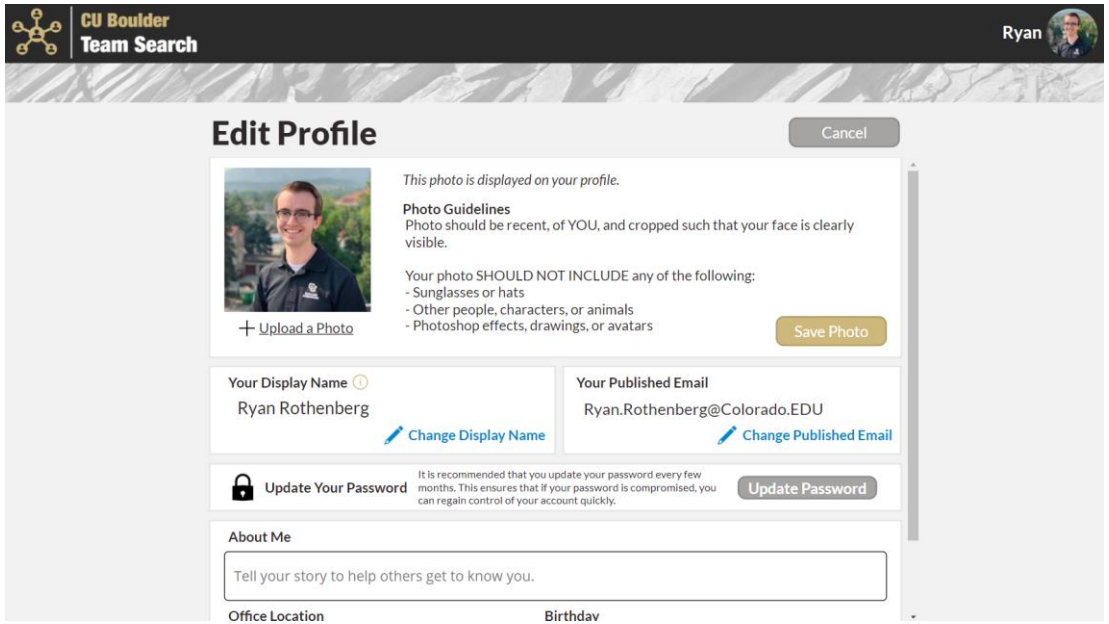
*The HUB provides easy access to find CU Boulder student & staff member contact information through **CU Team Search**.*



Easily Find Staff Contact Information

CU Boulder Team Search allows you to easily email, start a Teams chat, or call through the Jabber softphone extension by clicking the gold buttons.

You can also learn more about department and job titles on the person search page (shown left).



Edit Your Account Information

With CU Boulder Team Search on The HUB, you can update your profile picture (seen on Teams, Outlook, and Microsoft Services), as well as update your display name, email and password through links to the IdentiKey Manager site.

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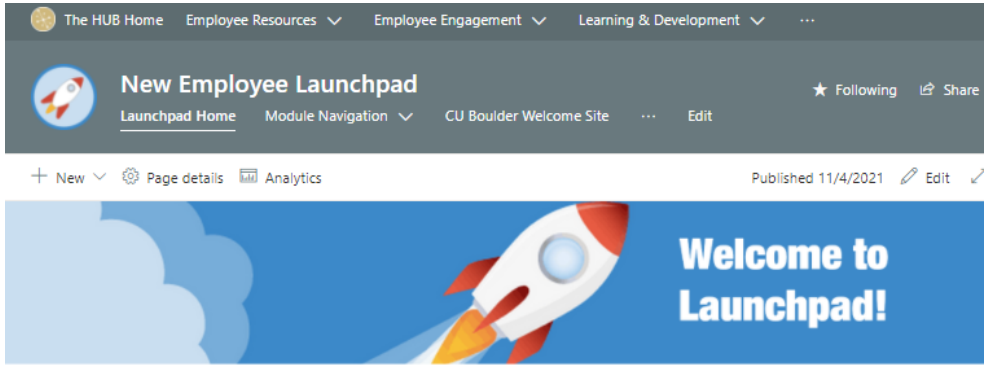
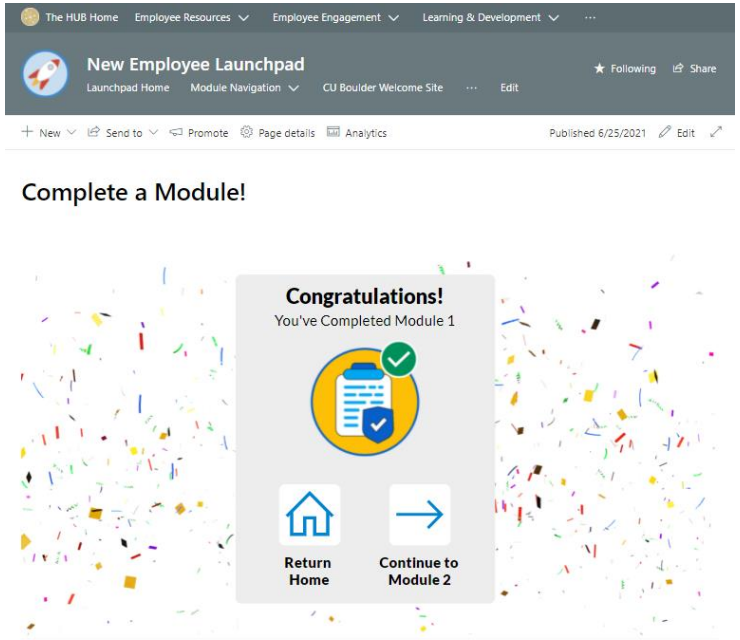
Start Your Career on the Right Trajectory

*The HUB offers **New Employee Launchpad** to support new employees in their first few weeks at CU Boulder.*



Manage Your Learning

New Employee Launchpad offers a module-based program housed within The HUB to guide new employees in learning about all that CU Boulder and the Office of Admissions have to offer.



Track Your Progress

Earn virtual badges as you complete each module!

Supervisors and new employees receive automated emails as well to keep up with progress.

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Impact of The HUB

- The HUB has become the **Main Homepage** for all Office of Admissions Devices
- The HUB sees an average of **70 Unique Viewers** daily and on average **170 views** each day
- Since it’s creation in June 2020, The HUB has seen over **25,000 views**
- The Office of Admissions now has a **single home** for information online vs. previously was scattered amongst multiple sites and products
- The HUB has **streamlined** the New Employee Onboarding experience and has the reduced the need for physical training materials to **zero**, focusing on more **environmentally friendly** training operations.
- The HUB has become an **inspiration** for other campus departments, providing resources, training, and guidance for them to develop their own SharePoint intranet.

The HUB