



### **Education Program Assistant for the Education Team at the BioFrontiers Institute**

#### **Job Summary:**

We are encouraging applications for an Education Program Assistant to assist the BioFrontiers Education Programs Specialist in day-to-day management of the education programs at the BioFrontiers Institute. The period of employment will be July 2026-May 2027 with the possibility of extension.

#### **Who We Are**

The education team at BioFrontiers works on a variety of educational initiatives including undergraduates, graduates and post graduate students.

The Interdisciplinary Quantitative Biology (IQ Biology) Certificate PhD Program is an educational initiative sponsored by the BioFrontiers Institute of the University of Colorado. Started in 2011, this program is supported by an NSF grant. The IQ Biology program seeks to attract talented, diverse and curious students eager to come together from 16 different CU Boulder STEM PhD programs to form a cohort with sufficient biological, computational, and mathematical knowledge to fully assess modern scientific problems. IQ Biology students learn core competences in bioscience and the mathematical/computational sciences as part of an interdisciplinary cohort.

At the University of Colorado BioFrontiers Institute, researchers from the life sciences, physical sciences, computer science, and engineering are working together to uncover new knowledge at the frontiers of science, and partnering with industry to make their discoveries relevant.

#### **What Your Key Responsibilities Will Be**

- Assist with keeping student information updated including checklists, rosters, and data.
- Help maintain spreadsheets for data collection, program statistics, and record keeping.
- Help with planning recruitment weekend and planning individual appointments with faculty.
- Search, download, and save graduate school application materials using CU-SIS and Slate..
- Periodically communicate with faculty to gather and collect information regarding current students.
- Help with running education events, including set up and tear down.
- Will work with the Education Programs Specialist and the Interdisciplinary Quantitative Biology (IQ Biology) Program Director.

#### **What You Should Know**

We are located in the Jennie Smoly Caruthers Biotechnology Building (JSCBB) on East Campus. Work schedule will be in person and remote. The average schedule will be 10 hours per week. This position will be expected to work up to 20 hours per week during Bootcamp and Recruitment activities.

#### **What We Can Offer**

\$18.00- \$20.00/hr for intermediate level experience

\$20.00-\$24.00/hr for advanced experience (experience with CU-SIS/ Slate/ Webexpress, etc.)

#### **What You Will Need**

- Proficient in Microsoft Office (Bookings, Calendar, Sharepoint, Excel) and Google applications.
- Skills in Adobe Acrobat Pro and Constant Contact.
- Experience with DocuSign and other university platforms.
- Knowledge of Qualtrics and/or other survey platforms.
- Must be willing to take training for CU-SIS and BioFrontiers/IQ Biology webexpress..
- Must be able to work at least 15 hours a week during heavy program application time periods (November to February), occasional evening events, and select Mondays from 4:00 pm to 7:00 pm.
- Good oral and written communication and organizational skills are required.
- Must be willing to work with confidential applicant information (training required).
- Must be highly detail-oriented, dependable, and timely.
- Able to work independently and in-person.
- Work-study is preferred but not required.
- Both undergraduate and graduate students will be considered.



**Application Instructions**

Please email your resume and cover letter to [igbiology@colorado.edu](mailto:igbiology@colorado.edu). References will be collected after interviews.