

CU Upward Bound Academic Year 2021-22 Student Assistant Position

Link to Application: <https://forms.gle/1tUySvxjD35kvVUi6>

Job Description: The position of Student Assistant (SA) is vital to the academic experience of CU Upward Bound (CUUB) participants. The SA provides support to the Upward Bound team throughout the academic year and assists with documentation, filing, and administering student stipends. The SA may assist in academic year programming as needed such as leading a college prep advising session and/or sharing college preparation information with students. Upward Bound is a Federal TRIO program that provides support to participants in their preparation for college entrance. CUUB participants are low-income / first-generation high school students from Native American reservation communities in NM, UT, AZ, CO, and SD

Duties and Responsibilities: The Student Assistant (SA) will be responsible for

- Creating payment authorizations for stipends
- Creating Warrant Adjustments
- Scanning of student files for archives
- Copying and filing as needed
- Updating Blumen database for stipend and contact documentation
- Reviewing new applicant material for completeness
- Reviewing student required forms for summer program
- Requesting transcripts from each target high school
- Updating transcript spreadsheets
- Mailing out letters and stipends
- Creating social media flyers as needed

The SA will have access to sensitive information (student information, GPAs, etc) and will be required to adhere to CUUB regulations and FERPA.

Dates of Employment: August 30th, 2021 - May 5th, 2022
(potential summer 2022 employment if interested but not required)

Compensation: \$15 per hour

Hours: 10-15 hours per week

Schedule: Flexible hours with option to work remotely and in-person as needed

Mandatory Qualifications: Applicants must:

- Currently an enrolled student at the University of Colorado at Boulder
- Pass a university required background check
- Enact the CUUB mission, vision, and core values throughout the summer (Visit <https://www.colorado.edu/cuub/about/mission-vision-values> to learn more)

Preferred Qualifications: The ideal applicant will:

- Have experience with Microsoft Office (word, powerpoint, excel) and canva
- Able to complete tasks independently and follow instructions
- Interested in learning more and being a part of a pre-college outreach program