

CU Upward Bound Program Academic Advisor Application (Deadline August 17th 2020)

Job Description: Academic advisors are responsible for ensuring the academic success and positive experience for the CUUB participants throughout the academic year. Advisors will serve within an interpersonal capacity, building strong relationships among program participants, creating and providing advising workshops to participants, and record keeping of services provided to participants. Advisors are vital role models in the CUUB family and must model the CUUB core values at all times. Each advisor will be responsible of overseeing one cohort and maintaining communication throughout the academic year.

Duties and Responsibilities: Advisors are expected to work 10 hours per week and are expected to attend weekly CUUB staff meetings. Advisors will provide 1-1 and/or group advising sessions to CUUB participants throughout the academic year. *Due to COVID-19, duties and responsibilities may be completely remotely.

Mandatory Qualifications:

- Pass a University background check
- Attend mandatory orientation during the first week of employment
- Embody the CUUB mission, vision, values throughout the employment with CUUB (Visit <https://www.colorado.edu/cuub/about/mission-vision-values> to learn more)

Preferred Qualifications:

- Have experience in youth work (advising or mentoring students)
- Have an educational/lived experience that reflects that of CUUB students
- Have experience working as a part of a team

Compensation: \$12.00 - \$15.00 Hourly Rate

Dates of Employment: September 1st, 2020 – December 18th, 2020 (with options to continue employment in 2020 Spring Semester)

Incomplete or late applications will not be considered.

Inquiries should be directed to:

(303) 492-2884 or cassie.sando-1@colorado.edu

FOR ALL ADVISING APPLICANTS (NEW OR RETURNING):

PLEASE PRINT OR TYPE. RETURN APPLICATION WITH A CURRENT RESUME BY **AUGUST 17, 2020**

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ STATE: _____

DOB: _____ SSN: _____ GENDER: _____ PHONE: _____

If you are a current CU Student or Employee. Please list your Student ID or EID#: _____

EDUCATION: List schools attended (high school, colleges, vocational schools), dates attended, major/minor, and GPA

Please answer the any **TWO** following questions on a separate paper:

1. Why do you want to be a part of the CUUB program? What can you contribute to the program and the program participants?
2. A large part of serving as an Advisor is being a role model. What does the term “role model” mean to you? How will you be a role model for our students?
3. The CUUB program’s OUR FURE values are Open, Unbreakable, Respectful, Familial, Invaluable, Reciprocal, and Empathetic. Visit our website to read more about these values, then describe how you will embody one or more of these values within your role as an advisor?
4. Please provide any additional information you think will be useful in evaluating yourself as an applicant for this position.

Submit Applications to:

Cassie Sando

Cassie.Sando-1@colorado.edu

Please Contact Cassie at: (303) 492-2884 or cassie.sando-1@colorado.edu for further information