

## **MENV Scientific Basis for Environmental Change Graduate Student Assistant (Assistant IV)**

The MENV Program is currently seeking a dynamic self-starter with relevant professional experience and excellent interpersonal skills to help support ENVM 5018 Scientific Basis for Environmental Change (SBEC) offered this Fall 2025. ENVM 5018 is a required core course for the MENV program, to be taken by all first-year students. It will be conducted across three sections with a combined expected enrollment of roughly 90 students.

The SBEC Graduate Student Assistant will provide general support for the course and will be directly supervised by the course instructor (Dr. Meghan McCarroll).

### **What the key responsibilities will be:**

This position will assist with the administration of ENVM 5018 by:

- Assisting instructor with tasks such as course planning, data entry, student communications, etc.
- Maintaining and updating Canvas content
- Being available to students for course support, questions and concerns
- Collaborating with other GSA's and/or support other MENV Staff/Faculty when needed
- Other duties as assigned

### **Dates of employment:**

Fall 2025 (Approx. Aug 21, 2025 – Dec 5, 2025)

### **What we can offer:**

The hourly wage for this position starts at \$20/hour for approximately 6-10 hours per week. More information on [Student Employee benefits](#) can be found here.

### **What we require for the position:**

- Bachelor's degree from an accredited college or university
- Successful completion of ENVM 5018 Scientific Basis for Environmental Change in recent years

### **What you will need:**

- Knowledge of Microsoft Office Suite
- Excellent interpersonal and communication skills
- Ability to apply judgment and discretion and maintain confidentiality
- Comfortable with adhering to and communications academic policies and procedures, as relevant to the role
- Ability to perform multiple tasks simultaneously while maintaining accuracy
- Ability to work cooperatively with others or independently, as the situation requires

- Highly organized and attentive to details with good planning skills
- Ability to handle a variety of responsibilities and switch gears on short notice
- Ability to be flexible and adapt to change
- Preferred but not required: experience managing Canvas Content

**To apply to the MENV SBEC GSA position**, please email [Meghan.McCarroll@colorado.edu](mailto:Meghan.McCarroll@colorado.edu) with a 1) resume and a 2) cover letter, which should address any experience you've had or skills that apply to teaching or administrative support. Additionally, please describe your own experience taking ENVM 5018.

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*Reasonable Accommodations for Applicants with Disabilities*

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