

Pre-College Student Assistant Job Posting

Job Posting Date: 03/06/25

Job Posting Closed: 03/14/25

Type of Student Employment:

☐ On-Campus Hourly

☒ On-Campus Work Study

Job Title: Peer Mentor Leader

Program Name: Bridge Scholars Program

Pay rate or range: \$19.00-\$23.00

Job Duties/Description/Responsibilities:

JOB DESCRIPTION:

The Peer Mentor Leader provides academic and social support to first-generation, diverse incoming students. The Peer Mentor Leader position starts April with 3-5 hours a week, leading up to the summer and working 40 hours and end in August. Individuals interested in working with first-generation, diverse, students and parents, staff from CU are highly encouraged to apply.

JOB RESPONSIBILITIES:

Administrative Office Duties:

- Provide a professional, positive, and helpful customer service demeanor when greeting students, families, and visitors to the office and answering, directing, and making phone calls.
- Respond and direct emails to the appropriate student, family, or staff member.
- Monitor and maintain common areas. Make copies, file, and mail correspondences to students and families.
- Assist with data entry, collection, and compilation of high school data.
- Create, update flyers for programs.
- Provide supervision of students.
- Create and lead a workshop(s) on an appropriate topic if needed such as Saturday academies for 12th graders

Bridge Program:

Assist with data entry, collection, and compilation of scholarship eligibility requirements.
Mentor incoming Bridge students (monthly check-ins)
Assist with activities for Bridge scholar students
Update forms, handbooks for the summer program.

Other Duties:

Perform other job-related duties as assigned
Attend required monthly meetings

Minimum Qualifications:

Must have a work-study award for AY 24/25 and summer 2025
Must be able to work a minimum of 5 hours per week and weekends
Be a current CU Boulder student enrolled full time in 2024-2025 academic year
Demonstrate experience with first-generation, diverse students, families, and communities
Minimum cumulative GPA of 2.5

Preferred Qualifications:

An alumnus of the Pre-Collegiate Programs and Bridge Program
Effective communication skills (speaking, writing, developing, and presenting academic workshops).
Proficient with Microsoft Word Office
Ability to handle multiple tasks at the same time
Problem-solving skills, teamwork, organizational skills
Ability to handle a variety of responsibilities and switch gears on short notice

Estimated number of hours a week:

Number of positions available:

Job Location:

Job's Duration:

Job Contact: To apply, please provide
to: @colorado.edu

*Example: Personal application, resume, CV, cover letter, course record, etc.

Benefits:

All Undergraduate and Graduate Student Positions are hired as Student Hourly, and are not eligible for tuition remission. Work Study is used, if awarded and available, but not required for hire.

Benefits are limited, but include possible Student Retirement, and Sick Leave that accrues at a rate of 0.034 sick hours per every 1 hour worked. Additional information can be found here:

<https://www.cu.edu/employee-services/benefits-wellness/student-employee>