

## Pre-College Student Assistant Job Posting

Job Posting Date: 03/06/25

Job Posting Closed: 04/01/25

### Type of Student Employment:

☒ On-Campus Hourly

☒ On-Campus Work Study

Job Title: Student Assistant

Program Name: Partnership Outreach Programs

Pay rate or range: \$18.00-\$25.00

### Job Duties/Description/Responsibilities:

#### Peer Advisor/Teaching Assistant (available positions)

- Work collaboratively with other program staff and support community needs as they arise.
- Teaching Assistant supporting academic needs of classroom and classroom management.
- Peer Advisor weekends and evenings are required
- All programs will be in person
- Previous experience related to working with first-generation students.
- Record attendance in class
- Assist and participate with class activities
- Manage behavior with students via classroom platform
- Ensure students are participating in class
- Support student tutoring as needed
- Mentoring students through Peer Groups

#### Night Residential Advisor (available positions 6)

- Nightly Rounds of building residents will be staying at during summer program
- Be point of contact for any student who may become sick at night and/or
- Weekend and nights may be required

#### Office Assistant (available positions 4)

- Housing on need basis
- Take attendance during Breakfast/Lunch
- Support closing ceremony planning, creation of year books, and support office needs
- Other duties as assigned

#### \*\*All position responsibilities:

- Weekend and nights may be required
- Monitor health and safety of program participants in residence halls.
- Must be accountable for personal duties with ability to execute with some direction, but also be self-directed.
- Follow CU Boulder's Child Safety Policies accurately
- Must attend all program orientation prior to start of program (Details will be sent to those that apply)
- Must attend all training sessions prior to start of program (Details will be sent to those who apply)
- Work collaboratively with program directors, and report any concerns and needs in a timely manner
- Work collaboratively with other program staff and support community needs as they arise.

**Minimum Qualifications:**

- Must be a current enrolled CU students for the spring 2025 and enrolled through Fall 2025.
- Must have experience working with first generation high school students

**Preferred Qualifications:**

- Work study preferred

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>