

Pre-College Student Assistant Job Posting

Job Posting Date: 03/07/25

Job Posting Closed: 03/21/25

Type of Student Employment:

☐ On-Campus Hourly

☒ On-Campus Work Study

Job Title: Student Assistant

Program Name: Precollegiate Development Program (PCDP)

Pay rate or range: \$17.50-\$23.00

Job Duties/Description/Responsibilities:

PCDP is hiring student assistants to serve as office assistants, peer advisors, and night residential advisors. Office assistants work shifts between the hours of 7:30am-6pm, PA's work between the hours of 8am-11pm, and night staff work a shift 10pm-7am.

The 2025 PCDP Summer Residential Academic Program for rising 12th graders will run June 2nd -June 27th. Staff Training week will be May 19th-23rd. You must be available to work both programs and training week. All summer staff positions are expected to work 40 hours a week and attend daily staff meetings. Must pass a university background check if hired. The 2025 Summer Program for 8th graders will run June 30th - July 3rd. Questions can be directed to amy.molina@colorado.edu or victor.hernandez@colorado.edu

We expect our student assistants to carry out the mission and values of the PCDP program. PAs must be committed to enhancing the overall residential experience of students participating in the summer program. Your role is to provide resources and facilitate interactions that contribute to a positive living environment for all members of the community – students, families, faculty, and staff.

Student assistants are responsible for, but not limited to:

- Developing and maintaining relationships with student participants, being visible and available to the PCDP family
- Communicating with and supporting all members of the community
- Serving as a liaison and advocating for student participant needs, supporting students as they adjust to a new living situation, addressing individual and group concerns among student participants
- Resolving problems that may arise within the community, responding to participant incidents as needed
- Listening, advising, and supporting participants with difficult situations while recognizing personal and positional limitations
- Serving as an initial contact, referral agent, and following up with students in crisis
- Maintaining an appropriate level of confidentiality
- Holding and enforcing student participants and team members accountable for following rules and policies on behalf of PCDP, CU Boulder, and Conferences Services/Residence Hall.

- Confronting and reporting policy violations and initiate disciplinary process when appropriate
- Reporting and responding to bias incidents
- Mediating conversations to resolve conflict
- Following up with students as needed
- Completing necessary paperwork and reports as needed, responding to all communication in a timely manner
- Providing office and administrative staff support as needed
- Participating in new experiences, challenging personal values and attitudes, assisting in the learning and growth of others through challenge and support, participating in group meetings, and contributing positively to staff as a whole.

A Peer Advisor is a live-in student leader who works within the PCDP Summer Academic Residential program. PAs also serve in the roles of teacher's aides. You must live in the residential hall with the students. This position requires 40 hrs/week with your shift being between the hours of 8:00am-11:00pm.

Office assistants help the PCDP office in reaching our program outcomes. As an OA, you will wear several hats and do many things such as basic office duties (answering phones, making copies, checking the PCDP email, ordering and delivering supplies, running office errands), taking photos, composing the PCDP Summer Program yearbook, ensuring all student CU Boulder application materials are submitted to the Admissions office, and ensuring students check-in for, breakfast, lunch, and dinner meal. OAs also assist in the monitoring of student behavior as needed. This is not a live-in position. This position requires 40hrs/week with your shift being between the hours of 7:30am-6pm.

A Night Residential Advisor is a live-in student leader who works within the PCDP Summer Academic Residential program to ensure students are following protocol and procedures during the night. NRAs are expected to respond to emergency and critical incidents involving residents related to health, safety, and security issues, provide overnight on-duty coverage in the residence hall including floor rounds (6-8 rounds during the night) and being available and visible in the residence hall to residents, fostering communication and community among residents and fellow staff members, and communicate regularly with supervisor and program administrators.

Minimum Qualifications:

- Experience working with youth
- Leadership skills
- Time management
- Excellent communication and facilitation skills
- Must be undergraduate student enrolled at CU Boulder for summer 2025 and/or fall 2025.

Preferred Qualifications:

- Previous experience working for PCDP
- Past program participant
- Experience working with middle school and high school aged students
- Experience working with first generation students
- Experience facilitating activities

Estimated number of hours a week:

Number of positions available:

Job Location:

Job's Duration:

Job Contact: To apply, please provide

<https://docs.google.com/forms/d/e/1FAIpQLSfSkxxUrPkvNqrY2ipnDxEjhDyiojOpjTsTGC4VHOEYqtzyw/viewform?usp=sharing>

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>