

## ODECE Student Assistant Job Posting Template

Job Posting Date: 07/19/23

Job Posting Closed: 07/21/23

### Type of Student Employment:

☐ On-Campus Hourly

☒ On-Campus Work Study

Job Title: PEER MENTOR LEADER

Program Name: Precollege Bridge Program

Pay rate or range: \$15.00/hour

### Job Duties/Description/Responsibilities:

#### JOB DESCRIPTION:

The Peer Mentor Leader provides academic and social support to first-generation, diverse high school seniors and their families through scheduled Saturday academies. The Peer Mentor Leader position starts in the Fall semester and ends in the Spring semester. 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.

##### High School Program Duties:

Assist with data entry, collection, and compilation of high school data.

Create, update flyers for programs.

Assist with the facilitation of the pre/post-Saturday Academy production.

Aid presenters and help facilitate discussion within groups.

Complete assigned duties on the day of the academy

Provide supervision of students.

Create and lead a workshop(s) on an appropriate topic if needed.

Deliver academic skills presentations at Saturday Academies if needed.

##### Bridge Program

Assist with data entry, collection, and compilation of scholarship eligibility requirements.

Mentor incoming Bridge students (monthly check-ins)

Assist with activities for current CU PCDP 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  
Must be able to work a minimum of 6 hours per week and 5 hours for Saturday Academies.  
Be a current CU Boulder student enrolled full time in 2021-2022 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 Office suite of programs  
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

at: <https://forms.gle/huo5DEknJWzQnq7E6>

**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>