

## ODECE Student Assistant Job Posting Template

Job Posting Date: 08/12/22

Job Posting Closed: 08/26/22

### Type of Student Employment:

☒ On-Campus Hourly

☒ On-Campus Work Study

Job Title: CUUB Student Assistant

Program Name: CU Upward Bound

Pay rate or range: 15.00 - 18.00

### Job Duties/Description/Responsibilities:

Job Description: The position of the CUUB Academic Year Tutor and Advisor is vital to the academic experience of CU Upward Bound (CUUB) participants. The tutor and advisor provides academic support to the Upward Bound participants and are resource as students navigate their high school curriculum. The Academic Year tutor will provide a virtual study hall via zoom every Thursday from 7:00 - 8:00 pm MT. Participants will long on to complete their homework from their respective high schools and the tutor will be available to answer any questions. The Academic Year Advisor will develop a presentation/activity related to study skills and college going and provide the presentation/activity to students on Wednesday evenings from 7:00 -8:00 pm. Upward Bound is a Federal TRIO program that provides support to participants in their preparation for college entrance. CUUB participants are low-income / first-generation high school students from Native American reservation communities in NM, UT, AZ, CO, and SD

Duties and Responsibilities: The academic year tutor will be responsible for-

- Developing a virtual learning/studying environment for participants via zoom
- Providing tutoring / assisting with homework assignments in math, science, or English
- Documenting attendance and providing reports to CUUB directors as needed.

The academic year advisor will be responsible for-

- Developing a college-going, study skill, or life skill presentation/activity (15-20 mins) and provide presentation to students via zoom
- Documenting attendance and providing reports to CUUB directors as needed.

Apply at: <https://forms.gle/7viv5uD8F5uWU9VV9>

**Minimum Qualifications:**

Mandatory Qualifications: Applicants must:

- Currently an enrolled student at the University of Colorado at Boulder
- Pass a university required background check
- Enact the CUUB mission, vision, and core values throughout the summer (Visit <https://www.colorado.edu/cuub/about/mission-vision-values> to learn more)

**Preferred Qualifications:**

Preferred Qualifications: The ideal applicant will:

- Have experience with Microsoft Office (word, powerpoint, excel) and canva
- Able to complete tasks independently and follow instructions
- Interested in learning more and being a part of a pre-college outreach program
- Experience tutoring in math/science and/or english (AY tutor only)

Estimated number of hours a week:

Number of positions available:

Job Location:

Job's Duration:

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

**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>