ODECE Student Assistant Job Posting Template

Job Posting Date: 08/07/23
Job Posting Closed: 08/19/23

Type of Student Employment:
☐ On-Campus Hourly
☑ On-Campus Work Study

Job Title: Student Assistant 1 and 2
Program Name: Precollegiate Development Program
Pay rate or range: $17.50-21.50

Job Duties/Description/Responsibilities:

- Commitment to working all Saturday Academies.
- Complete assigned duties on day of academy.
- Aid presenters and facilitate discussions within student and parent groups.
- Provide supervision of students.
- Create and lead workshop(s) on the appropriate topic.
- Assist Administrative team in pre-academy production.
- Assist administrative team with basic office duties; answering, directing and making phone calls, filing, coping, mailing, etc.
- Provide assistance to the ODECE staff, when needed.
- Must have excellent communication and problem solving skills.
Minimum Qualifications:

Organization, Facilitation, and Communication Skills.

Preferred Qualifications:

Bilingual, Spanish and English speaking. Experience working with middle and high school aged students. Comfortable presenting in Spanish.

Estimated number of hours a week: 20

Number of positions available: 30

Job Location: On campus.

Job’s Duration: August 23, 2023 - May 9, 2024

Job Contact: To apply, please provide complete student application *

apply at: https://forms.gle/FCjgicfy9L8SkoZo8

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