

University of Colorado Boulder Writing Center

Front Desk Student Assistant I

Program Description:

The Writing Center strives to address writers' stated needs while attending to relevant disciplinary, rhetorical, grammatical, and stylistic concerns. Consultants provide feedback and advice that promote writers' abilities to communicate successfully and think critically in response to complex, evolving expectations of readers in academia, the workplace, and society. Administrative staff members work to support this mission.

Position:

The Writing Center is hiring a Student Assistant I who can provide support within a hybrid office environment. This position will be in-person. This position will work closely with the Program Coordinator.

Job Responsibilities:

Responsibilities include assisting students, faculty, and alumni visitors to the Writing Center, explaining our services, scheduling appointments, answering phone, email, and Zoom inquiries, assisting with clerical tasks, and contributing to Writing Center projects as assigned.

Required Qualifications:

Must be an enrolled degree seeking student at the University of Colorado Boulder.

Preferred Qualifications:

The ideal candidate must be proficient in Zoom and MS Office, have great customer service skills, be reliable and detail oriented, and most importantly, able to work independently.

Hours:

3-10 hours per week, depending on availability.

Hiring Hourly Wage:

\$16.53

To Apply:

Send a letter of interest and resume via attachment to writingcenter@colorado.edu with subject title "Student Assistant Application."

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, and CU FAMLI Leave if eligible. Additional information can be found here: <https://www.cu.edu/employee-services/benefits-wellness>

Students may contact Benefits:

- **Phone:** 303-860-4200, option 3
- **Toll-free:** 1-855-216-7740, option 3
- **Hours:** 8:30 a.m. to 5 p.m.
- **Email:** benefits@cu.edu

Non-Discrimination Statement:

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. Click here for a list of ADA and Title IX coordinators. To view the Regent policy, please click here. This organization participates in E-Verify. We will provide the Social Security Administration and, if necessary, the Department of

Homeland Security, with information from each employee's I-9 form to confirm work authorization.

Reasonable Accommodations for Applicants with Disabilities:

CU Boulder is committed to making information and resources that are available via the web accessible for all users. If you are a job seeker and need accessibility assistance or an accommodation in order to apply for one of our open positions, please submit an accessibility request or call 303-735-4357 (5-HELP) to submit a request for assistance.