

**Student Academic Success Center  
Alumni Project – Student Assistant Level IV**

**Program Description:** The Student Academic Success Center's Alumni Project is dedicated to establishing and expanding a thriving alumni network. The primary goal of the project is to foster the creation of student-alumni mentorships and career connections, as well as provide current students with a greater understanding of the available career path available to them upon graduation.

**Position:** Graduate Student Program Assistant

**Job Responsibilities:**

- Maintain and develop website for Student Academic Success Center's Alumni Project, with assistance of undergraduate student assistants
- Edit videos/media for biography project
- Contribute to the development of alumni contact lists and e-newsletter
- Coordinate and manage undergraduate student assistants
- Attend SASC Alumni Project events
- Assist grant researchers in setting up, conducting, and analyzing social research project

**Required Qualifications:** Enrolled as graduate student at CU Boulder

**Preferred Qualifications:**

IRB social research

**Hours:** 4-5 per week

**Hiring Hourly Wage:** \$22.00

**To Apply:** Send a letter of interest and resume via attachment to:  
[angela.buchanan@colorado.edu](mailto:angela.buchanan@colorado.edu) and [mark.valkovci@colorado.edu](mailto:mark.valkovci@colorado.edu)

Application closes September 6, 2024

**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/student-employee>

**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.