

**Student Academic Services Center
McNeill Academic Program – Facilitator of Activities and Major Events –
Student Assistant I**

Program: McNeill Academic Program

The McNeill Academic Program is a multicultural academic learning community serving 500 students. McNeill delivers programming and services designed to support students from all backgrounds for a successful transition to the University, support student retention and academic success. We work with students from matriculation through graduation. Program participants include under-represented, first-generation and low-income undergraduates.

Position: *McNeill Program Student Assistant – Facilitator of Activities and Major Events:*

This position works directly with current McNeill Program students, incoming students and their families and McNeill Professional and Student staff.

Job Responsibilities: Overseeing and recording student attendance at events. Coordinating and managing various aspects of event execution, including setup, operation, and breakdown. Actively engaging with students during events, facilitating activities and promoting interactive participation. Will serve as the primary point of contact for students, addressing inquiries, resolving issues, and ensuring that all activities are conducted smoothly and efficiently.

Required Qualifications: Eligible Undergraduate Student applicants must be currently active in the McNeill Academic Program.

Preferred Qualifications: Familiarity with modern communications technology, Microsoft Suite (Teams), and social media. Event planning and facilitation. Leadership experience and/or supervision of peers.

Hours: Work schedule will be dependent upon class schedule and work-study award. McNeill office hours are Monday through Friday, from 8:00am to 5:00pm.

Hiring Hourly Wage: \$16.53

To Apply: Send a letter of interest and resume via attachment to: simon.garcia@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, 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.