

**Student Academic Services Center
SASC Student Support Space Assistant
Student Assistant I**

Program Description: SASC Instructional Program Support Spaces

SASC Instructional Program Support Spaces are gathering areas that provide additional academic assistance and resources for SASC students. Located in Lucile Berkley Buchanan building, these spaces include the SASC Lounge (LBB 332), the Study Hub (LBB 237) and the SASC Annex (LBB 239). The Study Hub, in particular, serves as a space for all SASC students to meet and receive academic support. This space receives a high amount of traffic, with students, instructors, and peer mentors (Instructional Assistants and Academic Peer Advisors).

Position: SASC Instructional Support Space Assistant

We're looking for an enthusiastic undergraduate student to join our team and help maintain our instructional spaces (as seen above in the program description). With this position you'll be responsible for keeping the spaces organized, welcoming, and conducive to learning. Regular communication with your supervisor will be key, as you'll report any needs or issues related to the instructional spaces. Additionally, you'll engage with students to gather their feedback on how the space is working for them, providing valuable insights to help us continually enhance their experience. This position is perfect for someone who enjoys a dynamic environment, pays attention to detail, and is passionate about contributing to student success.

Job Responsibilities:

- Ensure that the Study Hub and other instructional areas are clean, organized, and equipped with necessary materials.
- Arrange furniture and resources to create a welcoming and efficient learning environment.
- Create, update, and maintain clear and informative signage within the instructional spaces, ensuring that students can easily navigate the area and understand the available resources.
- Monitor signage for accuracy and relevance, replacing or updating signs as needed to reflect changes in space usage, policies, or available services.
- Regularly update the supervisor on the condition and needs of the instructional spaces, including any signage requirements.
- Report any maintenance issues, supply shortages, or other concerns that could impact the quality of the learning environment.
- Engage with students to collect their input on the effectiveness and comfort of the instructional spaces, including their views on signage clarity and usefulness.
- Assist with SASC Instructional Program events, as needed.

Required Qualifications:

Must be currently enrolled as an undergraduate student

Reliable, punctual, and able to work independently with minimal supervision.

Preferred Qualifications:

- Excellent verbal and written communication skills, with the ability to clearly convey information to peers and supervisors

- Friendly and approachable demeanor, with a willingness to engage with students and gather their feedback constructively.
- Experience with or willingness to learn basic design tools (e.g., Canva, Adobe Spark, or similar) to create, update, and maintain clear and effective signage for instructional spaces.

Hours: 4 hours per week; Mornings between 8-10am, an ideal schedule would be Mondays 8:30-10am, Tuesdays 8:30-9am, Wednesdays 8:30-9am, Thursdays 8:30-9am, Fridays 8:30-9am

Hiring Hourly Wage: \$16.53

To Apply: Send a letter of interest and resume via attachment to:

Joshua.noriega@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.