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Student Academic Services Center
McNeill Academic Program Assistant
Student Assistant Level I

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Program Description:
The Program Assistant is embedded in the McNeill Academic Program as an integral asset to the sustainability of supporting a student serving academic program.

Position: This position works directly with current McNeill Program students and professional staff, incoming students and their families. This position is directly supervised by Nancy Mora Domínguez, and will work closely with Paula Armendariz, Sue Lentz, and Simon Garcia.

Job Responsibilities: Customer service oriented: speaking with prospective and current students, responding to general phone and email inquiries, creating flyers, completing respective training(s) - Fall and Spring, creating content for social media, attending weekly Team Meetings, and up keeping McNeill space (cleanliness and decoratively).

Required Qualifications: Positively and consistently engaged in the McNeill program, meets McNeill program requirements (*attending Welcome, 2 Coordinator Meetings per Semester, and 2 Power Hours per semester*), strong administrative skills - or open to learning, attention to detail, can work collaboratively and independently, strong team member and communication skills. Must be willing to work at least 2 Power Hour events per semester.

Preferred Qualifications: Phone and email communication skills; good problem-solving skills; bilingual (but not necessary)

Hours: 7 - 10 hours/week (for events)

Hiring Hourly Wage: $16.53

To Apply: Please complete the follow 2 steps:
1) Send a resume to mcneillprogram@colorado.edu
2) Submit an application at https://www.colorado.edu/mcneill/mcneill-program-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/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.