

**Student Academic Services Center
Humanities and Social Sciences Instructional Assistant
Student Assistant Level II**

Program Description: The Student Academic Success Center (SASC) is a student-oriented unit that houses TRiO Student Support Services, the McNeill Academic Program, and White Antelope Memorial/First Nations' programs. SASC programs are designed to enable students to perform effectively at the university level with increasing autonomy to pursue university education and program completion. We are committed to providing high quality, culturally-competent resources and services for students in an appropriately rigorous academic environment.

Position: Humanities and Social Sciences (HaSS) Instructional Assistant (IA)

Job Responsibilities: Undergraduate IAs work as members of teaching teams for courses in Writing and Rhetoric, Leadership, Humanities, and/or Economics. The role of the IA varies by course and discipline, but primary duties include assisting with daily classroom tasks, serving as a point of communication between students and instructors, working with students individually to facilitate learning, and helping to build an inclusive and respectful learning environment. IAs should be able to implement various work group facilitation strategies with the ultimate goal of enhancing student learning and personal growth outcomes. Weekly team meetings are required, and some IAs may be asked to hold office hours and/or staff weekly help hours.

Required Qualifications: Eligible Undergraduate Student applicants should be currently active in at least one SASC program: Guardian Scholars, McNair, McNeill Academic Program, TRiO Student Support Services, White Antelope Memorial Scholarship Program, or First Nations' Scholarship Program. To serve as an undergraduate IA, the application must have successfully completed (with a B or better) one or more SASC classes within the discipline requested.

Preferred Qualifications: Experience working with undergraduate students (Learning Assistant, tutoring, Pre-collegiate programs, etc.)

Hours: IA work hours will vary from 4-9 hours per week, per class, depending on the assigned position. Additional hours will be required for pre-term and mid-term training sessions.

Hiring Hourly Wage: Regular instructional assistant position is \$17.54 per hour.

To Apply: Send a letter of interest and resume via attachment to:
loren.intolubbe-chmil@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.