Student Academic Services Center
SASC Lead Instructional Assistant
Student Assistant Level III

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: SASC Lead Instructional Assistant (IA), STEM and Humanities/Social Sciences Instructional Programs.

Job Responsibilities: The role of the IA varies according to discipline and Instructor and will include responsibilities such as facilitating groups of students to complete class activities/projects without providing the answers, managing time in the class to keep students on task, and developing and leading workshops for the class. IAs should be able to implement various group facilitation strategies, with the ultimate goal of enhancing student learning and enhancing communication with the course instructor, IAs also work with their instructional team on things like building inclusive learning environments, grading or responding to student work, prepping for the classes, attending weekly team meetings, holding office hours, and conferencing with students.

In addition to an instructional assignment, Lead IAs hold responsibilities including conceptualizing, developing, and leading trainings at the start of the semester and midterms, and consulting on SASC events throughout the semester. Additionally, the Lead IAs are a point of contact for other IAs. Lead IAs must demonstrate exemplary conduct, professionalism, and knowledge of the IA program and the discipline for which they are hired.

Required Qualifications: Eligible Undergraduate Student applicants must be currently active in at least one SASC program: Guardian Scholars, McNair Scholars, McNeill, TRiO Student Support Services, and/or White Antelope Memorial/ First Nations Memorial Program.

Lead IAs must have at least two previous semesters of IA experience in the SASC disciplinary field for which they are applying. Lead IAs must have a record of successful IA experience, including demonstrated excellence in organization, attendance, and professional communication. Instructors for previous IA courses should be provided as references on the Lead IA application. Lead IAs are subject to a 1 academic year term limit.

Preferred Qualifications: Familiarity with current educational technologies and digital workflows. Ability to host a presentation using Power Point/Google Slides.
Social media experience.

Hours: Instructional Assistant work hours will vary from 2-9 hours per week, per class, depending on the assigned position. Lead IAs will carry an additional 10-15 work hours throughout the semester (planning for trainings, etc.)

Hiring Hourly Wage: Lead Instructional Assistant Position rate is $19.50

To Apply: Send a letter of interest and resume via attachment to:
Math Program, Professor Yi Moon, Yi.Maung@colorado.edu
Science Program, Professor Paige Littman, Paige.Littman@colorado.edu
Humanities, Social Sciences & Leadership Program, Professor Loren Intolubbe-Chmil,
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.