

**Student Academic Success Center (SASC)**  
**McNeill Program Undergraduate Lead Student Assistant III**

**Program Description:** 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 Lead Student Assistant

**Job Responsibilities:**

The role of the Program Assistant serves as primary communication and front desk coverage for the McNeill Academic Program front office. The responsibilities for this role include front desk and phone coverage, general maintenance and upkeep, general office duties, and other duties as needed.

In addition to front office duties, Lead Program Student Assistants hold lead responsibilities including:

- Provide oversight to front office staff/Program Assistants
- Create front office staffing schedules and managing event staffing schedules
- Develop team meeting agendas and facilitate weekly team meetings
- Perform weekly communication checks to ensure messages are being responded to accurately and in a timely manner
- Conduct office inventory and assist in ordering supplies
- Identify training needs for front office staff
- Manage and facilitate McNeill Academic Program events

Lead Program Student Assistants must demonstrate exemplary conduct, professionalism, and knowledge of the McNeill Academic Program and front office operations.

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

Lead Program Student Assistants must have previous front office/desk experience and demonstrate excellence in organization, attendance, and professional communication.

**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:** \$17.50

**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. Additional information can be found here: <https://www.cu.edu/employee-services/benefits-wellness/student-employee>

**To Apply:** Send a letter of interest and resume via attachment to sue.lentz@colorado.edu