

SASC Alum Project Student Assistant
Student Academic Success Center

Program Description: SASC Alum Mentor Project – The goal of the pilot project is to help historically excluded students in our cohort to connect with our graduates, both to facilitate direct mentoring and to provide narratives about the wide range of non-STEM career opportunities available after graduation.

Position: This position is funded via a University of Colorado System President’s Diversity, Equity and Inclusion grant, and will be critical to building and maintaining communications with SASC alums, virtually and at in-person events. The project is designed to connect Alums who have backgrounds in Humanities and Social Sciences with current students, through the creation of a website, community events, workshops, and individual mentoring.

Job Responsibilities: Develop and maintain newsletters, assessment surveys, and website. Contact and coordinate with SASC alums. Routinely scan local news for events and information of interest to the project participants. Contribute to the creation of student surveys aimed to maximize the impact of alumni events. Assist with event planning and student recruitment.

Required Qualifications: Engaged in SASC program and community. Ability to communicate well with students and prospective speakers/alums. Willingness and ability to learn website development and maintenance. Strong written and oral communication skills.

Preferred Qualifications: Current non-STEM declared major, undeclared major, or strongly considering switching majors to a non-STEM field
No website development experience necessary

Hours: 3-6 per week on average, variable throughout the semester

Hiring Hourly Wage: \$18.67

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 brief letter of interest and resume via attachment to: angela.buchanan@colorado.edu