

**Student Academic Success Center  
Academic Peer Advisor  
Graduate Student Assistant III  
Spring 2024**

**Program Description:** The Academic Peer Advisor (APA) program provides holistic academic support for students in the SASC (Student Academic Success Center) community. APA's will engage in on-going and one-off sessions with undergraduate mentees seeking academic support with the overarching goal of further developing students' academic success across disciplines and curricula.

**Position:** Provide academic support for either writing, computer science, economics, physics, or mathematics for students within the SASC learning community. Hold consistent weekly hours in the Study Hub for drop-in academic support. Work with session attendees to identify learning styles, strengths, academic goals, and create study plans. APA's provide direct assistance to students preparing for exams in physics, computer science, or mathematics, attend training meetings, and provide mentorship for students pursuing undergraduate degrees.

**Job Responsibilities:**

Participate in creation and delivery of computer science, math, or physics course materials for students preparing for exams and completing course-related projects.

Mentor students interested in pursuing computer science degrees and/or physics and careers.

Attend weekly training meetings with their supervisor.

Communicate with SASC coordinators about student progress in computer science, math, and/or physics.

Other duties as assigned.

**Required Qualifications:** A current graduate student at CU Boulder maintaining good standing in either a master's or doctoral degree program, computer science, physics, or related field, either part-time or full-time. A background check is required.

**Preferred Qualifications:** Experience working with underserved student populations. Demonstrated knowledge of inclusive pedagogy practices. Tutoring or mentoring experience. Experience in data collection and analysis. Experience in web design and/or graphic design. Experience using Canvas learning management system. Strong organizational skills, motivation, and accountability in a fast paced, in-person environment.

**Hours:** 5-20 hours per week. Working hours are flexible within the M-F 8:00am-5:00pm range; some evenings may be required.

**Hiring Hourly Wage:** \$22/hour

**Benefits:**

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>

**To Apply:** Contact Rebecca Machen ([rebecca.machen@colorado.edu](mailto:rebecca.machen@colorado.edu)) to indicate your interest in the position.