

**Student Academic Success Center  
Humanities and Social Sciences – Instructional Assistant  
Student Assistant Level II  
Fall 2023**

**Program:** Student Academic Services Center (SASC) Humanities and Social Sciences Instructional Program

**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, 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 to 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 applicant 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 Range:**

Regular instructional assistant position is \$17.54 per hour.

**Benefits:**

All Undergraduate and Graduate Student Positions are hired as Student Hourly employees 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:** IAs should apply using the following form indicating your availability and interest. To complete the application, answers to the following questions are required:

- Why do you want to work for SASC?
- In as much detail as possible, describe what diversity means to you.
- IAs have a unique relationship to students and the curriculum, being located someplace between peer and professor. What do you anticipate could be the particular challenges and/or opportunities this role encounters?
- How will this job help you in your career plans?

**SASC IA Application:** [https://cuboulder.qualtrics.com/jfe/form/SV\\_eerXIKMuVCtf8Ca](https://cuboulder.qualtrics.com/jfe/form/SV_eerXIKMuVCtf8Ca)

Qualified applicants will be contacted for an interview follow-up.