

Student Academic Services Center
Humanities and Social Sciences – Instructional Assistant – Student Assistant Level II
Spring 2022

Program: Student Academic Services Center (SASC)

Position: Humanities and Social Sciences (HaSS) Instructional Assistant (IA)

Job Responsibilities:

Undergraduate I.A.s work as members of teaching teams for courses in Writing and Rhetoric, Leadership, and/or Economics. The role of the I.A. varies by course and discipline, but primary duties include assisting with daily classroom tasks, serving as a point of communication between students and the Instructor, working with students individually to facilitate learning, and helping to build an inclusive and respectful learning environment. IAs should be able to implement various group facilitation strategies with the ultimate goal of enhancing student learning and personal growth outcomes. Weekly team meetings are required, and some I.A.s 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 I.A., 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:

I.A. 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:

\$15.00 an hour *Wage rate currently under review but will be no less than \$15.00 and hour.

Benefits:

All Undergraduate and Graduate Student Positions are hired as Student Hourly employees and are not eligible for tuition remission. Work Study may be used, if awarded and available, but is not required.

Student employees earn Sick Leave at a rate of 0.034 sick hours per every 1 hour worked (1 sick hour per 30 work hours). Additional information can be found here:

<https://www.cu.edu/employee-services/benefits-wellness/student-employee>

To apply, please fill out this form: <https://forms.gle/PPdxRJxe1UAM3J8aA>