

**Student Academic Services Center
Math, STEM, Writing Programs – Lead Instructional Assistant
Student Assistant III
Fall 2023**

Program: Student Academic Services Center (SASC) Instruction Programs

Position: SASC Lead Instructional Assistant (IA)

Job Responsibilities:

The role of the IA is to facilitate a group of students to complete class activities/projects without providing the answers, as well as managing time in the class to keep students on the task. IAs should be able to implement various group facilitation strategies with the ultimate goal of enhancing student learning and personal growth outcomes. There are various job duties based on instructor's teaching pedagogy and requirements. Job duties might include, building inclusive learning environment, grading, prep well for the classes, weekly team meetings, holding office hours, etc.

In addition to an instructional assignment, Lead IAs hold responsibilities including leading trainings at the start of semester and midterms, and consulting on SASC events throughout the semester. Additionally, the Lead IAs are a point of contact for other IAs. Lead IAs must demonstrate exemplary conduct and knowledge of the IA program.

Lead IAs are selected in each of the SASC programs: Math, STEM and Writing. Please include which of these positions you are qualified for in your application.

Required Qualifications:

Eligible Undergraduate Student applicants should be currently active in at least one SASC program; Guardian Scholars Program, McNair Scholars Program, McNeill Academic Program, TRiO Student Support Services, White Antelope Memorial Scholarship Program or First Nations Scholarship Program. Students referred by SASC students or faculty are also eligible to apply.

The Lead IAs must have 2 previous semesters of IA experience in the SASC IA department they are applying for. Lead IAs must have a record of successful IA experience, including impeccable organization, attention to detail and professional communication. Instructors for previous IA courses should be provided on the Lead IA application.

Preferred Qualifications:

Has experience working with undergraduate students (Learning Assistant, tutoring, after school programs). ***Previous experience leading one's peers. Experience in multiple SASC courses is desired.***

Hours:

Instructional Assistant work hours will vary from 2-9 hours per week, per class, depending on the assigned position. Lead IA roles will carry an additional 10-15 work hours throughout the semester (planning for trainings, events, etc.)

Hiring Hourly Wage Range: \$19.50

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 not required for hiring purposes.

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>

Application details

To Apply: COMPLETE THE FOLLOWING GOOGLE FORM (will link on application posting, potential structure below):

- 1) Indicate departments you are qualified for Lead IA:
STEM, Math, Writing
- 2) List all courses you have been an IA for in the past, including semester/year and instructor
- 3) Please answer the following Questions (150-350 words):
 - Why are you interested in being Lead IA (150 words)
 - What is the greatest benefit of the IA program? (150)
 - What have you learned in your IA experience (150)

****Other potential questions?** [Maybe some about working for SASC, diversity, etc. from the IA application? Although at the same time these students will already be familiar with SASC, so keeping the focus on leadership within the IA program may be better]