Program: Student Academic Services Center (SASC)

Position: SASC Lead Instructional Assistant (IA)

Job Responsibilities:
The role of the IA varies according to discipline and Instructor and will include responsibilities such as facilitating groups of students to complete class activities/projects without providing the answers, managing time in the class to keep students on task, and developing and leading workshops for the class. IAs should be able to implement various group facilitation strategies, with the ultimate goal of enhancing student learning and enhancing communication with the course Instructor. IAs also work with their instructional team on things like building inclusive learning environments, grading or responding to student work, prepping for the classes, attending weekly team meetings, holding office hours, and conferencing with students.

In addition to an instructional assignment, Lead IAs hold responsibilities including conceptualizing, developing, and 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, professionalism, and knowledge of the IA program and the discipline for which they are hired.

Required Qualifications:
Eligible Undergraduate Student applicants must be currently active in at least one SASC program; Guardian Scholars, McNair Scholars, McNeill, TRiO Student Support Services, White Antelope Memorial Scholarship, and/or the First Nations Scholarship Program.

Lead IAs must have at least two, previous semesters of IA experience in the SASC disciplinary field for which they are applying. Lead IAs must have a record of successful IA experience, including demonstrated excellence in organization, attendance, and professional communication. Instructors for previous IA courses should be provided as references on the Lead IA application. Lead IAs are subject to a 1 academic year term limit.

Preferred Qualifications:
Familiarity with modern educational technology and digital workflows
Ability to host a presentation using Powerpoint/Google Slides
Social media experience

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:
Lead instructional assistant position rate is $15.00*
*Wage rate currently under review but will be no less than $15.00

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 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

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To Apply:
Complete the following form to submit your application: https://forms.gle/ZV3Wwa782FqjkRtx8