

Student Academic Success Center (SASC)
Student Assistant I
Fall 2021-Spring 2022

Program Description: The Student Academic Success Center (SASC) is an educational opportunity center serving non-traditional and under-represented students in higher education through academic skills development, STEM and writing courses, supplementary instruction in gateway courses, and graduate research opportunities.

Position: Student Assistant I

Job Responsibilities:

The Student Academic Success Center (SASC) is seeking a work-study student to assist with various front-office duties. Previous office or front desk coverage experience is helpful.

Responsibilities include:

- Provide front desk and phone coverage for office.
- General maintenance and upkeep of front office.
- General office duties include: copying, scanning, maintaining office, copy room and classroom supply inventory, mail/package sorting and distribution.
- Occasionally assist with on-campus errands.
- Other duties as needed.

Required Qualifications: Work-study award required

Preferred Qualifications: previous office or front desk experience, current participant in SASC programs

Hours: Work schedule will be dependent upon class schedule and work-study award. SASC office hours are Monday through Friday, from 8:00am to 5:00pm.

Hiring Hourly Wage Range: \$15.00

Benefits:

All Undergraduate and Graduate Student Positions are hired as Student Hourly, 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: Send a letter of interest and resume via attachment to:

sonya.todacheene@colorado.edu