

Student Academic Success Center

McNeill Academic Program – Graduate Student Assistant IV Fall 2021

Program Description: The McNeill Academic Program is a multicultural academic learning community serving 500 students. McNeill delivers programming and services designed to support students from all backgrounds for a successful transition to the University, support student retention and academic success. We work with students from matriculation through graduation. Program participants include under-represented, first-generation and low-income undergraduates.

Position: Graduate Assistants support the McNeill Academic Program by assisting in the event coordination for on-site professional development workshops, providing administrative support in the planning of programming and supporting undergraduate student office staff.

Job Responsibilities:

- Assist fellow Graduate Student in supervising a team of undergraduate student office staff
- Data entry and management
- Manage logistics for program professional development workshops including: ordering food, reserving space, developing sign-in process
- Other duties as required

Required Qualifications: A current graduate student at CU Boulder maintaining good standing in either a master's or doctoral degree program, any field, either part-time or full-time. A background check is required.

Preferred Qualifications: Experience working with underserved student populations. Demonstrated skills managing undergraduate student staff. Tutoring or mentoring experience. Strong organization skills, motivation, and desire to serve underserved undergraduates. Ability to begin work in November 2021.

Hours: 20 hours per week. Working hours are flexible within the M-F 8:00am-5:00pm range

Hiring Hourly Wage Range: \$16-20/hour

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: Paula.Abitia@colorado.edu