

**Student Academic Services Center
McNeill Academic Program – Student Assistant I**

Program: McNeill Student Assistant

Position: This position works directly with current McNeill Program students, incoming students and their families and McNeill professional staff.

Job Responsibilities: Creating flyers; responding to email, creating content for social media, speaking with prospective students and responding to general and phone and email inquiries.

Required Qualifications: Engaged in the McNeill program, meet McNeill program requirements, strong administrative skills - or open to learning, attention to detail, strong team member, and strong communication skills.

Preferred Qualifications:

Strong phone and email communication skills; bilingual

Hours: 8-12 hours/week

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: <https://www.colorado.edu/mcneill/leadership>