

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

**Program:** 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:** This position works directly with current McNeill Program students, incoming students and their families and McNeill Professional and Student staff.

**Job Responsibilities:** Clerical work: responding to email, creating content for social media, and responding to general and phone and email inquiries; speaking and engaging with prospective students.

**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; ability to work individually and collaboratively; bilingual.

**Hours:** 7 hours/week

**Hiring Hourly Wage Range:**

\$16.53

**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/mcneill-program-assistant-application>