

Student Academic Services Center
Student Support Services
Office Assistant

Program Description: Student Support Services (SSS) serves 186 first-generation, low-income, and students with disabilities. We also serve students who have experienced foster care, court-appointed guardianship, and homelessness. We cultivate a sense of belonging, achievement, and leadership while valuing individual and unique needs. Through mentoring, academic support, one-to-one counseling/advising, advocacy, tutoring, referrals to campus resources, and social/cultural programming, we support the overall development of participants to increase retention and graduation rates.

Position: SSS Program Office Assistant

Job Responsibilities:

- Create a supportive, welcoming environment that encourages participants to become actively involved in SSS
- Assist with the setup and clean-up of skill development workshops, meetings, and social/cultural events
- Daily maintenance of SSS front office such as; copy, sort, and file documents; outcoming and incoming phone calls; monitor, create, forward and respond to program emails; provide customer services; sign students in/out of office; light facility management
- Assist with office projects (gathering materials, communicating with students, sending out opportunities to students, etc.)
- Assist with the creation and editing of newsletters, flyers, and social media posts

Required Qualifications:

- A current degree-seeking CU Boulder SSS student enrolled in at least 6 credit hours.
- Have exceptional interpersonal and cross-cultural communication skills
- Highly organized, dependable, reliable
- Ability to work independently and as part of a team
- Ability to follow through on responsibilities

Preferred Qualifications:

- Awarded work-study
- 1st and 2nd year student
- Prior experience in customer service, outreach, mentoring, leadership, or volunteering

Hours: 5-10 hours per week or depending on work-study

Hiring Hourly Wage: \$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: Please email Rori Romero; SSS Program Manager at: Rori.Romero@colorado.edu