

Student Academic Services Center
TRIO Student Support Services– Student Assistant I

Program:

TRiO Student Support Services (TRiO 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:

Student Assistant I

Job Responsibilities:

- Create a supportive, welcoming environment that encourages participants to become actively involved in TRiO SSS
- Conduct student intake interviews and needs assessments
- Engage in academic coaching conversations focused on participants academic goals and strategies to achieve their goals
- Provide academic tutoring
- Lead review sessions for courses as needed
- Teach study skills strategies on individual basis
- Introduce students to academic support services
- Produce content for monthly or weekly newsletters that provides information on financial management, academic skills, in-demand career skills, cultural awareness, campus resources, and community building
- Assist with facilitation of skill development workshops, meetings, and social/cultural events
- Daily maintenance of TRiO 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 office; light facility management (Some duties suspended due to remote work during COVID-19)

Required Qualifications:

- A current degree seeking CU Boulder TRiO SSS student enrolled in at least 6 credit hours (exception to enrollment hours during summer)
- Have exceptional interpersonal and cross-cultural communication skills
- Highly organized, dependable, reliable
- Ability to lead small group discussions and team building activities
- Ability to work independently and as part of a team
- Ability to follow through on responsibilities

Preferred Qualifications:

- Awarded work study
- Sophomore, Junior, Senior
- Prior experience in customer service, outreach, mentoring, leadership or volunteer
- Earn minimum B average in tutoring subject(s)

Hours:

10-15 hours per week

Hiring Hourly Wage:

\$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: Loretta.Wahl@colorado.edu