

STUDENT ASSISTANT POSITION

Employer/Dept: Employer/Department/School Name

Supervisor: Elizabeth Taylor, Finance & Accounting Professional

Job Title: Student Assistant

Job Location/Address: This position exists at two campuses: CU Denver in downtown Denver and the Anschutz Medical Campus in Aurora. There is no travel required for this position; candidates will select a single campus location when applying.

Position Purpose: The Student Assistant assists financial aid office professionals with clerical and communications duties related to student employment and financial aid services. Training is provided both in person and via web training application. Prospective candidates must be eligible to receive work-study as part of their financial aid award.

Job Description: This position is responsible for a variety of operational tasks including data entry, communications, recording/updating information, assisting professional staff with special projects, general office and clerical duties, and other duties as assigned.

Eligibility Requirements:

- Must be a currently enrolled degree-seeking CU Denver student.
- Must be proficient in the Microsoft Office Suite, including Outlook, Excel, and Word
- Must be dependable, detail-oriented, flexible, organized, willing to learn, possess the ability to multi-task, and have a professional demeanor.
- Must have solid written and oral communication skills, including the ability to communicate clearly and professionally via telephone and email.

Length of Employment: Eligibility for this position lasts as long as the student is enrolled at least half-time and possesses work-study awards as part of their financial aid award package.

Remarks: The Student Assistant commits to showing up for work diligently and punctually, honesty, performing assigned tasks, following directions, taking initiative, reliability, confidentiality, checking work for thoroughness and accuracy with attention to detail, and interest in learning new skills, especially mandatory computer skills. Ideal candidates will be willing to work up to a maximum of 25 hours weekly.

Pay Range: \$9.30 - \$13.00 per hour.

Application Process: Send a cover letter and resume to ourdepartment@ucdenver.edu or through CU Denver Handshake at <https://ucdenver.joinhandshake.com/login>.

Fax form to: 303-352-3554

Denver: Student Commons Building | PO Box 173364 | Campus Box 125 | Denver, CO 80217 |
303.315.1850 | Financialaid@ucdenver.edu

Anschutz Medical Campus: Education 2 North | 13120 E. 19th Ave | Box A088 | Aurora, CO 80045 |
303.724.8039 | Financial.Aid@ucdenver.edu

Work-Study Job Description Requirements

Please make sure job description contains these requirements

1. Name of the position
2. Classification of the position (e.g., reading tutor 1, reading tutor 2, laboratory assistant, library technician 1 or 2, etc.)
3. Name and address of the student's employer (the school, public agency, nonprofit organization, etc.)
4. Department or office in which the student will be employed
5. Location where the student will perform his/her duties
6. Name of the student's supervisor
7. Purpose/role of the position within the organization
8. Duties and responsibilities associated with the position and how they relate to the purpose/role;
9. Rates of pay for the position (cross-referenced to the wage rates appearing in the school's policies and procedures manual)
10. General qualifications for the position and the specific qualifications for the various levels/rates of pay associated with the position
11. The length of the student's employment (beginning and ending dates)
12. Procedures for determining a student's rate of pay when a position has multiple rates
13. Evaluation procedures and schedules

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