

## STUDENT ASSISTANT POSITION

<b>Department:</b>	Employee Services
<b>Supervisor: Job</b>	Name, Finance & Accounting Professional
<b>Title:</b>	Student Assistant
<b>Work Location &amp; arrangement:</b>	This position exists at the CU System Office, 1800 Grant Street in Denver. This position has an in-person work arrangement / hybrid work arrangement/ remote work arrangement.
<b>Position Purpose:</b>	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. 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.
<b>Job Description:</b>	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.
<b>Eligibility Requirements:</b>	<ul style="list-style-type: none"><li>• Must be proficient in the Microsoft Office Suite, including Outlook, Excel, and Word</li><li>• Must be dependable, detail-oriented, flexible, organized, willing to learn, possess the ability to multi-task, and have a professional demeanor.</li><li>• <b>Must be enrolled as a current CU Student</b></li></ul>
<b>Length of Employment:</b>	Semester or yearly basis
<b>Expected hours</b>	This student assistant is expected to work 10-15 hours per week during the semester, and 40 hours per week over the summer.
<b>Pay Range:</b>	\$18.29 per hour
<b>Application Process:</b>	To apply, please submit an application through your CU Handshake account.

**Please note: This is a student assistant position at the CU System Office. The CU System Office is considered an off-campus employer. If you are an international student on an F-1 or J-1 Visa, you must check with your campus International Student Scholar Services office before applying to this position to discuss eligibility to work for an off-campus employer. This position is not eligible for CPT.**

# **STUDENT EMPLOYEE JOB DESCRIPTION TEMPLATE**

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**Eligibility  
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**Length of  
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