

EURēCA! STUDENT ASSISTANTS: FACULTY INSTRUCTIONS

On behalf of the **Office of Undergraduate Research and Creative Activities (URCA)**, thank you for your interest in the **Education through Undergraduate Research & Creative Activities (EURēCA!)** program! The goal of this program is to connect CU Denver students to faculty mentors who will help them take their learning beyond the classroom and out into the real world. Whether students are just starting off in their research explorations or are already driving their own projects, our office is here to offer support and guidance to CU Denver undergrads and their mentors.

Three EURēCA! Funding Programs:

- [EURēCA! Student Assistants](#): An early-career training program that leverages federal-work study and grant funds to provide salary support to undergraduates new to the research and creative enterprise.
Faculty have two options to apply:
 1. Propose a new entry-level student position to recruit a new mentee.
 2. Co-apply with a current student to make their position EURēCA! or to continue their current EURēCA! position for additional year.
- [EURēCA! Summer Fellows](#): A competitive funding program that provides summer stipend support to more advanced undergraduate researchers as they move beyond the exploration stage into independent scholarship. Student applications are due each spring.
- [EURēCA! Grants](#): Funds awarded to support project supplies, travel for research or creative activities, conference attendance, or stipends for CU Denver undergrads engaged in mentored research and creative work. Student application cycles each October and February.

INSTRUCTIONS FOR HIRING A EURēCA! STUDENT ASSISTANT

1. Application Process

- EURēCA! Student Assistant faculty proposals open each spring with summer priority deadlines in June and August.
- Proposals are reviewed by URCA faculty and staff on the basis of suitability and mentoring.
- The URCA office may prioritize approvals to new and early career faculty, and to ensure a balance of disciplines is represented.
- If accepted, student hiring is prioritized by the fall semester Census date.
- Proposals received after the August priority deadline may be awarded, depending on capacity.

2. Application Instructions:

- **New Student Hire**: Faculty submit proposal outlining a proposed EURēCA! Student Assistant position. Please note: these are intended to be entry-level positions suitable for students early in their degree at CU Denver. If approved, this application will be converted into a Handshake job posting for students to apply. **Application includes:**
 - Project description written for prospective students

- Detailed job description
- Preferences on student eligibility
- Mentoring plan
- **'Make it EURēCA!':** Faculty develop a co-written proposal with a currently unpaid research assistant, undergraduate mentee interested in the EURēCA! program, or to continue for an additional year with a current EURēCA! Student Assistant. The faculty member submits a proposal, and if approved, students will begin the hiring process without applying through Handshake. **Application includes:**
 - Project description
 - Detailed job description
 - Student details
 - Statement of interest from student
 - Signed co-written mentoring plan
 - Description of past progress (required for continuing EURēCA! students only)

3. Application Resources:

- [View example job descriptions here.](#)
- [View example mentoring plans and co-written contracts here.](#)
- [View example mentoring contract template here.](#)

4. Reviewing Criteria:

EURēCA! staff and faculty review and approve proposals on the following criteria:

- Clarity of job description and suitability to entry-level learning.
- Emphasis on mentorship and student support.

5. Program Support:

- The URCA Office supports selected EURēCA! Student Assistant positions (and the faculty mentor) by offsetting student salary costs and covering all administrative aspects related to recruitment (posting jobs to the University's student employment platform, Handshake), hiring, and payroll management.
- The EURēCA! Program leverages a combination of federal work-study and University funds to support student salaries. While students do not need to have an active work-study award in order to apply to a EURēCA! position, **they must complete the Free Application for Federal Student Aid (FAFSA)** before they are hired into the program and submit a Request for Work-study Form found on the [CU Denver Financial Aid Forms Page](#).

6. Faculty Responsibilities:

- If hiring students for a new position, approved faculty members are responsible for interviewing and selecting their Student Assistant.
- All approved faculty are responsible for developing strong mentoring plans for each student, approving Learning Agreements through Handshake during student onboarding, approving bi-weekly timesheets, and providing evaluations at the end of each semester.

7. Student Compensation:

All Student Assistants are paid minimum wage (\$18.81 as of January 2025). The number of hours they are eligible to work depends on their funding mechanism:

- **Work-Study Students:** Students awarded work-study as part of their financial aid package must use this mechanism to fund their EURēCA! Position.
 - Students may not exceed the capacity of their award.
 - Students with an award less than \$2500 per semester (corresponding to ~8 hours/week or ~135 hours/semester) may request additional funds from the Financial Aid office.
 - Faculty may contribute funding to increase student hours.
- **Non-Work-Study Eligible Students:** For students without a work-study award (after a denied work-study request form) or international status students, the EURēCA! Program may provide up to \$1,800 in salary support per semester.
 - This allows the student to work approximately 5 hours/week or 100 hours total per semester.
 - Faculty may choose to match these funds to allow for additional hours.
 - These funds are available on a first-come, first-served basis.

8. Student Requirements:

- If eligible, complete the Free Application for Federal Student Aid (FAFSA) or Colorado Application for State Financial Aid (CAFSA) and request work-study.
- Complete the [solidify and hire process](#).
- Meet with the EURēCA! Senior Program Coordinator, Liz Evans (Elizabeth.Evans@ucdenver.edu) each semester.
- Turn in bi-weekly timesheets and track hourly or work-study usage.
- Attend at least two events per semester.
- Complete end-of semester evaluations.
- Present at the Research and Creative Activities Symposium (RaCAS) on the last Friday each April (April 24, 2026). Faculty mentors are expected to support student in preparing abstracts and presentations.

ADDITIONAL RESOURCES:

- Application link and additional details [on bottom of Student Assistant website page](#).
- Additional details and sample job descriptions in [EURēCA! Program Mentor Handbook](#).
- [Student instruction infographic](#).
- Short student training videos:
 - [Program Introduction](#) (7 min)
 - [Application and Onboarding for EURēCA!](#) (11 min)

If you have questions about mentoring a EURēCA! Student Assistant or about the required proposal and mentoring plan, please reach out:

- Jeff Knight, Faculty Director: Jefferson.Knight@ucdenver.edu
- Liz Evans, Senior Program Coordinator: Elizabeth.Evans@ucdenver.edu
- LynxConnect, Tivoli Annex 439, 303-315-4000

Thank you for your interest in being a EURēCA! mentor!