

EURēCA! STUDENT ASSISTANTS - FACULTY INFORMATION SHEET

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.

We do this through multiple funding mechanisms:

- **EURēCA! Student Assistants** - an early-career training program that leverages federal-work study dollars and grant funds to provide salary support to undergraduates new to the research and creative enterprise. Faculty have two options 1) propose a new entry-level student position to recruit a new mentee, or 2) co-apply with a currently unpaid student to make their position EURēCA!. EURēCA! Student Assistants are hired on a rolling basis with Fall Census being the priority hire date.
- **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. Applications are due each spring.
- **EURēCA! Supplies and Travel Grants** - funds awarded to offset the cost of project supplies, conference and workshop registration, and/or travel costs for CU Denver undergrads engaged in mentored research and creative work. Application cycles each October and January.

THESE INSTRUCTIONS ARE FOR CU DENVER FACULTY INTERESTED IN HIRING A EURēCA! STUDENT ASSISTANT

How it works:

1. EURēCA! Student Assistant Program applications open each spring semester with a summer priority deadline. Faculty proposals received during this time are reviewed and if accepted, student hiring is prioritized by the fall semester Census date. The EURēCA! Program will continue to receive limited applications on a rolling basis until the program is at capacity, at which time the application will close for the academic year.
2. CU Denver faculty member can submit proposals in two separate ways:
 - **New Student Hire:** CU Denver faculty member submits a proposal to the URCA Office (this application) outlining the proposed EURēCA! Student

Assistant position. Applications should include a project abstract, detailed job description, preferences on student eligibility, and mentoring plan. If faculty are approved to hire a new EURēCA! Student Assistant, this application will be converted into a Handshake job posting for students to apply. Please keep in mind these are intended to be entry-level positions suitable for students early in their academic career.

- **'Make it EURēCA!':** CU Denver faculty member develops a co-written proposal with a currently unpaid research assistant or undergraduate mentee interested in the EURēCA! program. The faculty member submits a proposal to the URCA Office (this application) outlining the proposed EURēCA! Student Assistant position, project abstract, student details, and a co-written, signed mentoring plan. If approved, students will begin the hiring process without applying through Handshake. **Mentors can utilize this option with returning EURēCA! students to apply for an additional year of funding.**

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

3. URCA Staff and Review Committee read and select proposals based on their suitability to entry-level learning, emphasis on mentorship, and our commitment to including a broad range of disciplines in the EURēCA! program. We will also be prioritizing faculty who are new to the EURēCA! program and those who are not already mentoring a EURēCA! Student.
4. 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.
5. 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.
6. 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](#) through the CU Denver Financial Aid office if a work-study award is not evident in their UCD Access Student Portal.

7. All Student Assistants are paid minimum wage (\$18.29 as of Jan 2024). The number of hours they are eligible to work is dependent on their funding mechanism:

- **Work-Study Students:** Students with a work-study award as part of their financial aid package must use this mechanism to fund their EURēCA! Position. Work-study awards average \$3,250/semester allowing students to work up to ~175 hours (or approximately 10 hrs/week) over the course of the semester. Students awarded less than \$3,000 may not exceed the capacity of their work-study award, but may request additional funds from the Financial Aid Office as needed.

- **Non-Work-Study Eligible Students:** For students without a work-study award, the URCA Office will provide up to \$1,800 in salary support per semester, allowing the student to work approximately 5 hours/week or 100 hours total per semester. Faculty mentors may choose to match these funds to allow for additional student hours. Note that these funds are available on a first-come, first-served basis.

8. EURēCA! Student Assistants are required to present their work at the Research and Creative Activities Symposium (RaCAS) on Friday, April 25, 2025. As a faculty mentor, you are expected to support your student in preparing their presentation.

A few key parts of the process for the student assistant:

1. Undergraduates interested in applying for a position are required to go through a [self-paced informational workshop on Canvas prior to applying](#). They are also encouraged to reach out to EURēCA! Program Coordinator, Liz Evans (Elizabeth.Evans@ucdenver.edu), to answer questions about the program and to ensure that application materials (i.e., resume, cover letter, transcript, work-study award letter) are appropriate for these positions.
2. All students **must complete the Free Application for Federal Student Aid (FAFSA)** before they are hired into the program. **Students must submit a [Request for Work-study Form](#) through the CU Denver Financial Aid office.** And then provide proof of a work-study award from their UCD Access Student Portal. Students are responsible for tracking their own work-study usage and requesting additional funds if needed.
3. Once approved as a EURēCA! hire, each student must fill out a Learning Agreement, called an Experience, on Handshake. At this point, students may also choose to use their research toward academic internship credit. They will meet with the EURēCA! Undergraduate Research Advisor (Liz Evans) to confirm their job description and learning goals each semester. Once these Experiences

have been approved by their faculty mentor and they have provided proof of a work-study award (if applicable), students can finalize their hiring process.

4. Students with a university employee ID number will not need a background check or I-9 verification process typically. All students who do not have a university employee ID number will need to go through a background check and provide I-9 verification to work in the United States. Once fully hired, faculty mentors are responsible for approving student bi-weekly timesheets.
5. Although the deadline for applying to and filling these positions is flexible, it is our goal to have all EURēCA! Work-Study Student Assistants hired by the second week of the fall semester.

For additional details about the program, including mentor eligibility, hiring process, and sample job descriptions, please read the [EURēCA! Program Mentor Handbook](#). You can also view [this student instruction infographic](#) or view these short student training videos: [Program Introduction](#) (7min), [Application and Onboarding for EURēCA!](#) (11min)

Find application link and additional details on the URCA website: ucdenver.edu/lynxconnect/undergraduate-research/jobs

If you have questions about sponsoring a EURēCA! Student Assistant or about the required proposal and mentoring plan, please email EURēCA! Program Coordinator, Liz Evans (Elizabeth.Evans@ucdenver.edu).

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