



## 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](mailto:ourdepartment@ucdenver.edu) or through CU Denver Handshake at <https://ucdenver.joinhandshake.com/login>.

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Fax form to: 303-352-3554