



WORK-STUDY STUDENT ASSISTANT POSITION

- Department:** Psychology
- Supervisor:** Isabel Saari, Administrative Assistant
- Job Title:** Student Assistant
- Job Location:** North Classroom, Suite 5002
- Position Purpose:** Assisting the Department of Psychology with clerical tasks, marketing projects, and social media posts.
- Job Description:**
- Greet visitors and direct them to the correct person or office
 - Provide basic information to students
 - Keep the reception area and copy room neat and organized
 - Refill copy paper
 - Scanning, filing, copying
 - Collect and distribute mail
 - Create flyers for department events
 - Promote the department on social media
 - Special projects as needed
- Eligibility Requirements:**
- Must be enrolled as a degree-seeking CU Denver student
 - Must be proficient in the Microsoft Office Suite (including Outlook, Word, and Excel)
 - Must have an interest in/experience with Canva or other graphic design tools
 - Must be dependable, detail-oriented, organized, willing to learn, and must have a professional demeanor
 - Must have strong written and oral communication skills
- Length of Employment:** Must be able to work for the remainder of the semester. Preference will be given to someone who could continue through future semesters. Must have work-study award.
- Pay Rate:** \$18.81 per hour, paid via work-study award
- Application Process:** Please complete the Google Form application. Use the QR code or find it linked on our website.

