Graduate Assistant

Department: Office for Educational Outreach and Pathway Initiatives

Supervisor: James Speed

Job Title: Graduate Assistant

Job Location: This position exists at the CU Anschutz Medical Campus in Aurora, CO

Position Purpose: The Office for Educational Outreach and Pathway Initiatives is hiring multiple Graduate Assistants (GA) to support K-12 and undergraduate pathway programs and the innovation lab by providing resources and guidance to students interested in entering health professions. *This position will have the ability to work remotely.*

Job Description:

- Assist in designing and implementing student-focused educational workshops, program materials, training sessions, assessments, and/or resource referrals serving the needs of college readiness and preparedness.
- Assist with middle, high school, and undergraduate student exploration in healthcare, STEAM (science, technology, engineering, arts, and mathematics), and research professions.
- Assist in designing and implementing student-focused educational workshops, program materials, training sessions, and exposure to creative healthcare technology.
- Foster students critical thinking and creative problem-solving using creative technology in health care professions.
- Serve as a near-peer mentor to high school and undergraduate students and staff.
- Promote team building, professional development, and office expectations.
- Provide office staffing support to support the Office for Educational Outreach and Pathway Initiatives.
- Other duties as assigned.

Eligibility Requirement:

- Bachelor's degree and enrollment in a graduate degree-seeking program.
- Strong interpersonal, oral, and written communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to make competent informed determinations and judgments on a range of confidential and/or sensitive issues.
- Ability to work independently and make sound decisions
- Ability to be personable and connect with students; providing a welcoming environment.
- Knowledge of undergraduate and graduate admissions.
- Commitment to diversity, equity, inclusion social, and racial justice.
- Availability to work some weekends

Length of Employment: Eligibility for this position lasts as long as the student is enrolled at least half-time.
Remarks: The Graduate 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.

Ideally, the person hired for this position needs to be available for one academic year, Fall, Spring, and potential Summer semesters.

Pay Range: $17-20 per hour

Application Process: Apply through CU Denver Handshake at https://ucdenver.joinhandshake.com/login. If you have any questions please contact James Speed at james.speed@cuanschutz.edu