

General:

The School of Engineering offers 12 undergraduate degree programs, and serves approximately 2,400 undergraduate students. The graduate assistant in this position does not need a background in engineering or math and science, rather a desire to work with outstanding, high-achieving students that are interested in science, technology, mathematics or engineering and gain a variety of experiences in several student affairs roles. The School of Engineering understands the importance of professional development and will provide opportunities for career growth. This position allows the graduate assistant to gain a unique perspective on how student affairs functions within a competitive, freshman-entry professional school at a large research university.

The experiences of this position will occur within the Engineering Student Success office. The duties are designed to give the graduate assistant experience interacting closely with undergraduate students, trained student affairs professionals, and faculty in the School of Engineering. This position gives the opportunity to work with new student programs, retention, recruitment, leadership development, and academic advising. The first year in the assistantship the graduate assistant will work on a rotational schedule with several weeks dedicated to each of these areas. The second year the graduate assistant will have the opportunity to focus on two areas of professional interest. The position reports to the Director of the SELF Engineering Leadership Fellows Program.

Prior Graduate Assistants working in the Engineering Student Success office have played a role in the following projects:

- New student orientation
- Advising deciding, pre-Engineering students
- Recruitment visits
- College fairs
- Leadership development
- Co-teaching leadership/success courses
- Recognition ceremonies
- Career fairs
- Resume review
- Data collection and analysis
- End of semester celebrations
- Program planning and implementation
- Mentor meetings

Required Qualifications:

- KU Graduate Student enrolled in the Higher Education Master's degree program. Must be enrolled in at least six hours each semester and be in good standing.
- Ability to work hours that complement the work schedule of current staff. Office open 8:00 am – 5:00pm.

Preferred Qualifications:

- Ability to take initiative and work independently
- Ability to learn and understand academic requirements
- Demonstrated verbal and written communication skills
- Strong interpersonal skills and ability to relate to a diverse group of students, staff and faculty
- Proficiency with Microsoft Office applications, including word processing, spreadsheets and databases

Appointment: 50% (20 - 25 hours per week), two year commitment strongly preferred and encourage to apply for work study eligibility

Salary: \$490.00 bi-weekly

Supervisor:

Heidie Grove-Tosaka

Self Engineering Leadership Fellows Program Director

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