The University of Kansas
Office of Multicultural Affairs
Graduate Assistant Emphasis on Hawk Link
Position Description

The Office of Multicultural Affairs (OMA) provides programs and services specifically designed to assist in the recruitment, retention and graduation of students of color. One of the components of the OMA is promoting multicultural education programming for the KU community. The Graduate Assistant will work in the development and coordination of multicultural and diversity programs and services for the university community in conjunction with the rest of the office staff. Further, this position will require the graduate intern to have a specific focus on the Hawk Link Program. Hawk Link is an academic retention based program, specifically targeting students of color and first generation students in their first year at KU. Moreover, any student that would have transitional issues progressing through the University of Kansas is welcome to join the program (Students from rural areas, out of state students, etc.).

Responsibilities of the Graduate Intern:
- Oversee all Hawk Link communications (e-mails, flyers, and social media)
- Create, plan, and communicate all Hawk Link Success Seminars
- Plan and execute the Hawk Link convocation and Hawk Link graduation
- Collaborate with the University Career Center in planning the annual Career Dessert Reception
- Highlight special campus programming to Hawk Link students
- Organize social events for all Hawk Link students
- If available, help with the organization of our summer orientation process
- Assist with programs developed for the retention of students.
- Assist the Office of Admissions and Scholarships with Visit Days and Outreach programs.

Required qualifications:
- KU graduate student enrolled and in good academic standing in the Educational Leadership and Policy Studies master’s degree program
- Willingness to support diversity and multicultural issues.
- Demonstrates communication, presentation and organization skills.

Preferred qualifications:
- Previous experience in event planning and multicultural issues.
- Experience with grant/proposal writing.

Length of appointment:
August – May for 20 hours per week
Specific dates will be worked out with the individual supervisor.

Compensation:
$490.00 (1st Years) or $500 (2nd Years) biweekly, minimum 20 hours per week

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status and parental status.