The Student Involvement and Leadership Center
Position Announcement

Student Organizations/Non-traditional Students Graduate Assistant

General: The Student Involvement and Leadership Center (SILC) prepares students to become contributing citizens of society by providing meaningful co-curricular experiences. SILC is responsible for coordinating registered university organizations and providing leadership education experiences for students in addition to providing programs and services to specific target populations including fraternity/sorority members, non-traditional students, and students of all gender identities, gender expressions and sexual orientations. A Student Affairs department, SILC has six full-time professionals and a number of graduate/undergraduate student employees. The Student Organizations/Non-traditional Students graduate assistant reports to the Senior Associate Director of SILC overseeing Student Organizations and Non-traditional Student Services. In addition to Student Organization management & Non-traditional Student duties, all graduate assistants have a general SILC responsibility. The graduate assistant will collaborate with other SILC staff members and assist the Senior Associate Director in the overall management of the programs, services, and resources.

Position Description:

Student Organizations Management: Perform generalist activities related to the management of the 600+ student organizations. Provide support and guidance to non-traditional students. Responsibilities include but not limited to:

- Coordinate annual online organization registration process for student organizations,
- Assist with recruitment efforts, including Information Fairs and Summer Interest Survey,
- Coordinate monthly officer/advisor training workshops,
- Provide training and support for organization advisors,
- Chair office space allocation committee and allocate office/workstation space to groups,
- Review student organization handbook and other organization policies annually,
- Assist in the planning of SILC programs (Officer Training Day, Jayhawk Choice Awards etc.)
- Create and distribute SILC monthly newsletter (Spotlight) of campus activities,
- Coordinate programs and services specifically for Non-traditional students (Tailgates, Veterans Week etc.)
- Advise the Non-traditional Student Foundation (NTSF) student group,
- Chair annual Non-traditional Scholarships process allocating approximately $30,000 annually.
- Opportunities exist to gain experiences in other SILC programs as well.

Required qualifications:

- Bachelor's degree and acceptance in the Higher Education Master’s degree program for the 2017-2018 school year.
- Must have training and/or experience in public speaking and in developing training workshops/organizational programs.
- Must prioritize SILC responsibilities over other employment obligations and work flexible hours and weekends.

Preferred qualifications:

- Ability to effectively organize learning opportunities that are consistent with students’ stages of personal development.
- Ability to learn and support the concerns of Non-traditional students and develop appropriate programming to support and enhance educational experience of non-traditional students.
- Must be able to demonstrate ability to organize and work independently on assigned tasks.
- Training and/or experience in program and materials development.

Wages: $490 bi-weekly, 50% appointment ($12.25 per hour)
In-state graduate tuition status/fee adjustment (for those enrolled in Higher Education)

Working Hours: 20 hours per week; nine to ten month appointment
Start Date: Anticipated: Late July 2017 (negotiable)

To Apply: Must apply through PeopleAdmin and the Higher Education Master’s degree program process - https://studentaffairs.ku.edu/assistantship-application - email Lindsay Orion at lindsayorion@ku.edu with questions. Eligible persons are invited to submit a letter of application, resume, and names, addresses, phone numbers and e-mail addresses (if available) of three references. Position open until filled.

The University of Kansas is an equal opportunity/affirmative action employer. Applications are sought from all qualified persons regardless of race, religion, color, sex, disability, veteran status, national origin, age, ancestry, sexual orientation, and marital or parental status.

11/3/2016