

Vice Provost for Undergraduate Studies (VPUGS) Grad Assistantship

Duties will be primarily focused on supporting communication strategies, program assessment, and programmatic initiatives which support overall student retention initiatives and the various units within Undergraduate Studies (UGS). The UGS units include Academic Achievement and Access Center, Center for Civic and Social Responsibility, Center for Undergraduate Research, KU Writing Center, Office of First-Year Experience, Undergraduate Advising Center, and University Career Center.

Specific responsibilities may include:

Support the UGS Assessment Specialist with projects related to the development of assessment plans, student learning outcomes, data analyzation, and annual reporting.

Assist the UGS Retention Technologies Coordinator with testing student success technologies; support outreach opportunities for training product users (i.e. faculty, students, and staff) including but not limited to workshops, online resources, and manual development.

Oversee the development and distribution of VPUGS sponsored newsletters.

Assist in the creation of marketing pieces or campaigns for UGS units or related activities.

Manage content for social media, digital display boards, and display cases.

Assist with reviewing, improving, and updating the VPUGS sponsored websites.

Research current high impact practices and retention management strategies from across the nation.

Assist with event preparation and planning for key meetings with internal and external partners

Research current market trends which impact higher education and student development techniques and practices.

Cover the VPUGS office when all professional staff are away from the office.

Other duties as assigned by the VP or VPUGS staff