

Center for Service Learning (CSL)

Position Title: Graduate Assistant

FTE: 0.5 graduate assistantship (GA)

Supervisor: Amanda Schwegler, Assistant Director

POSITION DESCRIPTION:

The Center's mission is to foster teaching, learning, and research experiences that develop civic agency, address social challenges, and cultivate a shared commitment to the public good. The graduate assistant will work with the Center staff to support and advise three student service organizations—KU Alternative Breaks, KU Center for Community Outreach, and MEDLIFE KU; implement outreach that informs and educates KU students on the *Pathways to Service*; and serves as the primary contact for the Sorority, Fraternity, Community (SFC) Service Partnership.

Primary Responsibilities:

- **Leadership Development – 40%**
 - Assist Center staff advise and train student leaders in the Center for Community Outreach, MEDLIFE KU and KU Alternative Breaks.
 - Plan and coordinate the Service Showcase and Poster Competition for CSL.
- **Student Outreach – 50%**
 - Assist in coordination of CSL social media efforts and website.
 - Implement outreach for the *Pathways to Service* program and the Certificate in Service Learning through class visits, tabling and reflection sessions.
 - Conduct trainings and coordinate the Sorority, Fraternity, and Community Service Partnership on behalf of CSL.
 - Oversee the CSL Student Advisory Board.
- **Other Duties as Assigned – 10%**

REQUIRED APPLICATION MATERIALS: Please include both a resume and a cover letter stating interest and qualifications.

Required Qualifications:

- A University of Kansas graduate student enrolled in the higher education administration master's degree program.
- Demonstrated computer competency (Office, Outlook, databases, web skills).
- Must have a flexible schedule and be available to work evening and weekends if needed.

Preferred Qualifications:

- Ability to work collaboratively.
- Strong written and oral presentation skills.
- Background (academic and/or previous work experience) in service and/or community engagement.
- Social justice knowledge and interest.