

**THE UNIVERSITY OF KANSAS**  
**Office of First-Year Experience**  
**First-Year Experience Graduate Assistant**

**General:** The First-Year Experience Graduate Assistant will assist the Office of First-Year Experience with Orientation, Jayhawk Jumpstart, and Hawk Week planning and implementation, as well as with the recruitment, selection, and training of Orientation Assistant staff. The Graduate Assistant will also provide support for additional Office of First-Year Experience programs throughout the academic year.

**Responsibilities include but are not limited to the following:**

1. Assist with the planning of summer, fall, and spring orientation programs including coordination of the Opportunities Fair, session prep, hospitality room management, and service to new students and families.
2. Provide support for Jayhawk Jumpstart and Hawk Week programming, including the coordination of event logistics, staffing, and communication for campus-wide transition programs.
3. Assist with the recruitment, selection, and training processes for the Orientation Assistant staff.
4. Assist with the supervision of the Orientation Assistant staff.
5. Facilitate orientation sessions for students, parents, and guests, as well as outreach programs throughout the academic year.
6. Assist with the pre-orientation online course, First-Year Experience website management, and other communications efforts for new students and families.
7. Participate in KU Common Book activities.
8. Participate in First-Year Experience committees as assigned.
9. Assume special assignments and other duties as designated by the Assistant Vice Provost, Associate Directors, or Assistant Directors in the Office of First-Year Experience.

**Required Qualifications:**

1. Enrollment at KU for 2018-2019 as a graduate student in good standing.
2. Ability to work hours that complement the work schedule of current staff and peak times in the Office of First-Year Experience.

**Preferred Qualifications:**

1. Previous experience working with first-year students and/or student services programs.
2. Previous experience with student staff selection and training.
3. Demonstrated ability to organize information and schedule activities.
4. Demonstrated verbal and written communication skills.
5. Demonstrated ability to work independently.
6. Demonstrated knowledge of University offices and academic programs.
7. Proficiency with Microsoft Office applications, including word processing, spreadsheets, and databases.

Hours: 50% time per week during academic year; 100% time per week during summer  
Start Date: TBD (summer 2018 preferred)  
Salary: TBA  
Contact: Katie Treadwell, Associate Director, Office of First-Year Experience

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.