

UNIVERSITY OF KANSAS
Student Involvement & Leadership Center
Position Announcement
Leadership Education Graduate Assistant

General:

The Student Involvement and Leadership Center (SILC) prepares students to become contributing members 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. As Student Affairs department, SILC has six full-time professionals and a number of graduate/undergraduate student employees. The Leadership Education Graduate Assistant reports to the Assistant Director of SILC overseeing Leadership Education and Development (KU LEAD) Programs. The KU LEAD team is comprised of one full-time professional, one graduate assistant position, and one student hourly. The Leadership Education Graduate Assistant assists in providing programs, services, resources, and advisement of leadership education experiences for students. The graduate assistant will collaborate with other SILC staff members and assist the Assistant Director in the overall management of the programs, services, and resources provided.

Position Description:

- Assists with the coordination and implementation of various leadership experiences including but not limited to Freshmen Leadership Connection, Sophomore Leadership Challenge, and SILC Leadership Ambassadors
- Assists with coordination, promotion, and management of Crimson and Blue Society (CBS). The CBS is a co-curricular initiative designed to expose KU students to the university's vast amount of opportunities and resources and provide a roadmap to develop skills through experiences beyond the classroom.
- Organize end of year leadership celebration.
- Collaborates with faculty, staff, and students in promoting leadership development programs in various constituent groups such as student housing, fraternities and sororities, women, and non-traditional students, under-represented populations, etc.
- Assists with social media outreach.
- Facilitates staff development programs, student organization consultation, and presentations.
- Assists with maintenance of leadership curriculum on RockChalkCentral.ku.edu.
- Assists in the development of effective assessment and evaluation of the various aspects of the leadership development program.
- Some evening and weekend work hours required
- Other duties as assigned

Required qualifications:

- Bachelor's degree and acceptance in the Higher Education masters degree program for the 2017-18 school year
- Demonstrated knowledge of the history and current trends in leadership theories, models and philosophies, including, but not limited to organizational development, group dynamics, strategies for change, principles of community, and knowledge of social justice and diversity issues related to leadership
- Proven ability to evaluate leadership programs and assess outcomes
- Demonstrated skills in training students and staff in leadership development experiences
- Ability to organize and work independently on assigned tasks

Preferred qualifications:

- Ability to effectively organize learning opportunities that are consistent with students' stages of personal development.
- Experience designing marketing materials
- Training and/or experience in program and materials development.
- Training and/or experience in public speaking.

Wages:

\$500 bi-weekly, 50% appointment (\$12.50 per hour)

In-state graduate tuition status/fee adjustment (for those enrolled in Higher Education)

Financial support to attend fraternity and sorority related conferences

Working Hours: 20 hours per week; nine to ten month appointment

Start Date: Anticipated: Early August 2017 (negotiable)

To Apply: Must apply through PeopleAdmin and the Higher Education master's degree program process- call Lindsay Hamm at (785) 864-4675 for precise instructions. Eligible persons are invited to submit a letter of application, resume, and names, addresses, phone numbers and e-mail addresses (if available) of two references to Amy Long, Associate Director, The Student Involvement and Leadership Center, 400 Kansas Union, University of Kansas, Lawrence, KS 66045. (785) 864-4861. 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, and sexual orientation, marital or parental status.

The University of Kansas [prohibits discrimination](#) on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)-864-6414, 711 TTY.