UNIVERSITY OF KANSAS
The Student Involvement and Leadership Center
Position Announcement
Student Involvement and Leadership Center Graduate Assistant- Student Organization Resources

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 living off campus. A Student Affairs department, SILC has six full-time professionals and a number of graduate/undergraduate student employees. This position reports to the Director of SILC. In addition to student organization management, all graduate assistants have a general SILC responsibility. The graduate assistant will collaborate with other SILC staff members and SILC in the overall management of the programs, services, and resources.

Position Description:
• Perform generalist activities related to the management of the 600+ student organizations.
• Create and distribute SILC weekly and monthly newsletters of campus activities and resources for student organizations.
• Coordinates Student Organization Events (SOE) process
• Assists student organizations with online student organization management system.
• Assists in the planning of SILC programs.
• Work with other SILC programs and staff as necessary.

Required qualifications:
• Bachelor’s degree and acceptance in the Higher Education masters degree program for the 2018-2019 academic year.
• Experience with undergraduate co-curricular activities.
• Demonstrated ability to establish and maintain positive working relationships with members of the campus community (students, staff, and faculty).
• Ability to organize and work independently on assigned tasks.
• Strong organizational and follow-through skills.

Preferred qualifications:
• Experience designing marketing materials
• Proficiency in graphic design software.
• Training and/or experience in program and materials development.
• Training and/or experience in public speaking.

Appointment: 50% (20 hours per week)
Length of Employment: Fall 2018 – end of May 2019 (two-year commitment preferred)
Salary: Half-time salaried; $500/week (12.50/hour)
Start Date: Anticipated August 1, 2018