

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