

**THE UNIVERSITY OF KANSAS**  
**University Honors Program**  
**Honors Program Graduate Assistantship**

**General:** The University Honors Program (UHP) Graduate Assistantship (paid) will assist staff members with the execution of co-curricular and engaged learning opportunities, program assessment, student engagement, and with the planning and execution of summer orientation activities.

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

1. Works closely with senior staff in the implementation, execution and support of co-curricular and engaged learning opportunities for honors students, including the coordination of event logistics, staffing, and communication.
2. Works closely with the senior staff in the assessment of co-curricular and engaged learning experiences.
3. Assists with the planning and coordination of new student orientation and helps to facilitate orientation sessions during the summer.
4. Assists with the training of seminar assistants, to include training on creating inclusive classrooms and effective bystander intervention.
5. Assumes special assignments and other duties as designated by staff in the UHP.

**Required Qualifications:**

1. KU graduate student enrolled, and in good academic standing, in the Higher Education Administration master's degree program.
2. Ability to work hours that complement the work schedule of current staff and peak times in the University Honors Program.
3. Demonstrated verbal and written communication skills as evidence by application materials.

**Preferred Qualifications:**

1. Previous experience with coordinating and executing student co-curricular programs.
2. Previous experience with coordinating and executing orientation or advising programs.
3. Previous experience with academic advising or new student orientation.
4. Demonstrated ability to organize information and schedule activities.
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 and during the summer; two year commitment preferred.

**Start Date:** August 18, 2018

**Contact:** Dr. Erin Spiridigliozzi, Associate Director, University Honors Program; [eas@ku.edu](mailto:eas@ku.edu); 785/864-3652.

**The University of Kansas in 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.**