

UNIVERSITY OF KANSAS  
**KU Memorial Unions-Programs Office**  
Position Announcement  
**Programs Graduate Assistant**

**General:** The KU Memorial Unions is a 501(c) 3 affiliate which serves the University of Kansas at the Lawrence, Edwards and Medical Center campuses. The KU Memorial Unions Corporation Board is governed by a group of students, staff, faculty and alumni. The Unions programs and services include: The KU History Project, KU Dining (retail and residential), KU Bookstores, Union Programs, Human Resources, Marketing, Accounting, IT, Maintenance, Custodial, Reservations, Event Services. The Union Programs office is a campus-wide clearinghouse for activities in and around the KU Memorial Unions. The office provides advising and operational support to several student-led organizations including: Student Union Activities, KJHK 90.7 FM, Center for Community Outreach, The Big Event and the Board of Class Officers. It also operates the Jaybowl facility and box office.

**Marketing, Media, and Programs (MMP)** has 15 full-time professionals and several student employees. The Programs Graduate Assistant reports to the MMP Program Coordinator, who works with Student Union Activities, The Big Event, Board of Class Officers, and the Rotary Youth Leadership Academy. In addition to student programming advising and assistance, coordinating the Leadership Studies 320 course, the graduate assistant has a general responsibility to all other duties as assigned within MMP and the Kansas Union.

**Position Description:**

Student Programming Management and Advising: Responsibilities include but are not limited to:

- Direct and advise select committees and executive officers of the Student Union Activities (SUA) which serves as the main student programming board for the University. Teach programming skills to SUA members on program content, promotion, committee organization, budget management, contract administration, and program planning and assessment.
- Assist with the implementation of SUA leadership retreats and training.
- Provide on-site supervision of events and activities.
- Collaborate with faculty, staff, and students to develop educational partnerships through collaborative efforts in programming.
- Oversee the fiscal management of select SUA accounts while advising students on proper procedures pertaining to processing the appropriate financial documents.
- Review and prepare contractual event agreements for signature by the Assistant Director or Director of Union Programs.
- Coordinate SUA assessment by producing reports and conduct program evaluations.

Leadership Studies 320 Course Coordination: Responsibilities include but are not limited to:

- Work with Senior Associate Director of the KU Memorial Union (teacher of record) to coordinate and execute the LDST 320 course.
- Coordinate lesson plans, field trips, and other activities for students in collaboration with other MMP staff.
- Maintain grades, course schedule, and other syllabus needs.

**Required qualifications:**

- Bachelor's degree and acceptance in the Higher Education Master's degree program.
- Must have training and/or experience in event and risk management.
- Must prioritize MMP responsibilities over other employment obligations and work flexible hours and weekends.

**Preferred qualifications:**

- Ability to effectively organize learning opportunities that are consistent with students' stages of personal development.
- Ability to discern and support the concerns of students. Develop appropriate programming to support and enhance the educational experience.
- Demonstrated ability to organize and work independently on assigned tasks.
- Training and/or experience on a campus programming board.

**Wages:** \$500 bi-weekly, 50% appointment (\$12.50 per hour)  
In-state graduate tuition status/fee adjustment (for those enrolled in Higher Education)

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

**Start Date:** Anticipated: Late July 2015 (negotiable)

**To Apply:** Must apply through PeopleAdmin and the Higher Education Master's degree program process - <https://studentaffairs.ku.edu/assistantship-application> - email Lindsay Hamm at [lhamm@ku.edu](mailto:lhamm@ku.edu) with questions. Eligible persons are invited to submit a letter of application, resume, and names, addresses, phone numbers and e-mail addresses (if available) of three references. Position open until filled.

11/13/2017

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, sexual orientation, and marital or parental status.