

Military-Affiliated Student Center Graduate Assistantship

*For this position, students do NOT have to have a military affiliation or background to apply.

The mission of the Lt. Gen. William K. Jones Military-Affiliated Student Center (MASC) is: to empower military-affiliated students to succeed as they transition to the University of Kansas, persist to graduation and transition to the next chapter in their lives.

We are a centralized resource for military-affiliated students (currently serving, veterans, spouses, dependents, ROTC cadets), as well as staff and faculty who work with military-affiliated students. We help students navigate and connect with the university, remove barriers to accessing VA resources, provide a community for students with similar backgrounds/experiences, create opportunities to enhance their academic and professional growth and develop leaders.

Responsibilities:

Duties will be primarily focused on supporting the MASC's main functions, as well as assisting with communication strategies, program assessment and programmatic initiatives which support overall military-affiliated student recruitment and retention initiatives.

Primary Duties:

- Hire/Train/Supervise the VA Work-Study students
- Assist with advising/mentoring the KU Student Veterans of America student organization leadership and members
- Assist the full-time staff with the development and execution of student success programming
- Communications-related tasks:
 - Assist in creating, developing and distributing marketing/promotional pieces and campaigns
 - Manage content for social media and display cases
 - Assist with reviewing, improving, and updating MASC web pages
- Assist with special event preparation/planning for meetings with internal & external partners
- Assist military-affiliated students attending new/transfer student orientations with everything from the VA benefits paperwork process to promoting available programs and services
- Staff the MASC when all professional staff are away from the office
- Other duties as assigned

Other Potential Duties:

- Help advise military-affiliated students on academic program pursuit, VA benefits usage, etc. in both one-on-one and group settings
- Help identify and gather information on university and military-affiliated academic support policies, processes and procedures
- Research current student-veteran high impact practices and retention management strategies from peer universities
- Support outreach and education opportunities with faculty, students and staff including but not limited to workshops, online resources, and standard operating procedures development

Hours:

20 hours per week.