

**General:**

The School of Engineering offers 12 undergraduate degree programs and serves approximately 2,400 undergraduate students. The graduate assistant in this position does not need a background in engineering or math and science, rather a desire to work with outstanding, high-achieving students that are interested in science, technology, mathematics or engineering and gain a variety of experiences in several student affairs roles. The School of Engineering understands the importance of professional development and will provide opportunities for career growth. This position allows the graduate assistant to gain a unique perspective on how student affairs functions within a competitive, freshman-entry professional school at a large research university.

The experiences of this position will occur within the Engineering Student Success office. The duties are designed to give the graduate assistant experience interacting closely with undergraduate students, trained student affairs professionals, and faculty in the School of Engineering. This position gives the opportunity to work with new student programs, retention, and academic advising. The position reports to the Director of Undergraduate Services in the School of Engineering.

The Engineering Undergraduate Services Graduate Assistant will work with the following projects:

- Academic Success Programming (about 5 hrs weekly)— Administer test preparation program, including PR, student group coordination, working with faculty to acquire exams and content, coordinate with tutors
- Academic Standing Intervention (about 10 hrs weekly)—work one-on-one with students in academic difficulty to develop new strategies to improve academic performance, coordinate with other campus entities to better support students, participate in academic standing process, assess outcomes of intervention with this population
- Academic Advising (about 5 hrs weekly)—work one-on-one with students in the First Year Engineering cohort to develop strategies for academic success. Coordinate with other campus entities to better support students, participate in academic standing process, assess outcomes of intervention with this population.

**Required Qualifications:**

- KU Graduate Student enrolled in the Higher Education Master's degree program. Must be enrolled in at least six hours each semester and be in good standing.
- Ability to work hours that complement the work schedule of current staff. Office open 8:00 am – 5:00pm. Will require some evening or weekend work.

**Preferred Qualifications:**

- Ability to take initiative and work independently
- Ability to learn and understand academic requirements
- Demonstrated verbal and written communication skills
- Strong interpersonal skills and ability to relate to a diverse group of students, staff and faculty

- Proficiency with Microsoft Office applications, including word processing, spreadsheets, and databases
- Experience in educational assessment and evaluation

Appointment: 50% (20 hours per week), two-year commitment strongly preferred and encourage to apply for work study eligibility

Salary: \$500 bi-weekly 1<sup>st</sup> year/ \$510 bi-weekly 2<sup>nd</sup> year

Supervisors:

Dawn Shew

Director of Undergraduate Services

[dshew@ku.edu](mailto:dshew@ku.edu)

785.864.2947