

International Programs

Sponsored and Jayhawk Semester Program Assistant

Position Description

Position Overview: The Sponsored and Jayhawk Semester Program Assistant is a 20 hour per week 12 month appointment that provides support to the Sponsored and Jayhawk Semester Coordinator. This includes assisting with the services and programs for degree-seeking international sponsored students and their sponsoring agencies, a visiting international student program (1 or 2 semesters of study), and undergraduate scholarship programs for international students.

Job Description:

Sponsored Student Duties (20%)

- Assists with the admissions processes, including tracking applicants and maintaining databases;
- Facilitates the transcript processing for the sponsors' academic monitoring of students, including maintaining the student list for transcripts and mailing official transcripts each semester;
- Maintains sponsored student data bases;
- Updates letter templates and prepares letters upon request for sponsors and sponsored students;
- Responds to inquiries and provides university information to sponsored students;
- Assists in creating and updating publications for sponsored student programs;
- Assists with coordinating a specialized orientation for sponsored students;
- Coordinates activities and events for sponsored students;

Visiting Student Program Coordination Duties (20%)

- Assists with the admissions processes, including tracking applicants and maintaining databases;
- Communicates pre-arrival information to new visiting students;
- Coordinates activities and events for visiting students;
- Prepares special letters requested by partners and students;
- Maintains social media accounts to communicate with students;
- Supports enrollment process for visiting students, such as communicating with academic departments for permissions and requesting course lists from students.

KU International Undergraduate Scholarship Coordination Duties (10%)

- Tracks academic progress of scholarship recipients to verify continued eligibility for renewable awards;
- Communicates scholarship information with students via email and in person meetings; and
- Assists in maintaining appropriate electronic files on scholarship students.

Required Qualifications:

1. Bachelor's degree.
2. Full time enrollment in a KU graduate program.
3. Strong computer skills, evidenced by experience with spreadsheet or database applications to manage data.
4. Demonstrated personal or professional experience working with people of diverse cultural backgrounds.
5. Strong written communication skills as demonstrated by the application materials.

Work Requirements:

1. Able to work for 20 hours per week while classes are in session.

Preferred Qualifications:

1. Interest in pursuing a career in international higher education.