

UNIVERSITY OF KANSAS
The Student Involvement and Leadership Center
Position Announcement

Student Involvement and Leadership Center Graduate Assistant - Student Engagement

General: The Student Involvement and Leadership Center (SILC) prepares students to become contributing citizens of society by providing meaningful co-curricular experiences. SILC is responsible for coordinating registered university organizations and providing leadership education experiences for students in addition to providing programs and services to specific target populations, such as non-traditional students. SILC also manages the marketing and reservations of the Danforth Chapel on campus. A Student Affairs department, SILC has three full-time professionals and a number of graduate/undergraduate student employees. The graduate assistant will collaborate with other SILC staff members in the overall management of SILC programs, services, and resources.

Position Description:

- Perform generalist activities related to the management of the 600+ student organizations, including annual registration, training, and program development
- Create and manage marketing including social media and newsletters of campus activities and resources for student organizations
- Coordinates Student Organization Events approval process
- Coordinates and assists with Non-Traditional Student Services Events
- Assists with leadership of student staff and front office operations management
- Assist in facilitating student leadership workshops and experiences
- Assists in the planning of SILC programs and collaborates with other SILC staff as necessary
- Assists in tabling and facilitating SILC information presentations during admissions sessions for prospective students
- Assists with Danforth Chapel scheduling as needed

Required qualifications:

- Bachelor's degree and acceptance in the Higher Education master's degree program for the 2021-2022 academic year
- Experience with undergraduate co-curricular activities
- Demonstrated ability to establish and maintain positive working relationships with members of the campus community (students, staff, and faculty)
- Ability to organize and work independently on assigned tasks
- Strong organizational and follow-through skills

Preferred qualifications:

- Experience designing marketing materials
- Experience with student engagement data systems
- Proficiency in graphic design software and social media utilization
- Training and/or experience in program and materials development
- Training and/or experience in public speaking

Appointment: 50% (20 hours per week)

Length of Employment: Fall 2021 – end of May 2022 (two-year commitment preferred)

Salary: Half-time salaried; \$500/week (12.50/hour)

Start Date: Anticipated August 2, 2021