

Graduate Assistant - SELF Program

Job Posting Information

Position Overview:

The SELF Graduate Assistant works closely with the Director and the Program Facilitators to plan, implement, and assess programming for the Self Engineering Leadership Fellows (SELF) Program. This position involves significant interactions with engineering students admitted to the selective program. Responsibilities include professional and personal mentoring of students, as well as creating and executing education activities designed to develop students into future business and industry leaders. In addition, the position involves managing multiple projects, an understanding of college student development, the ability to plan small and large-scale events, and interaction with faculty, staff, and industry professionals.

The mission of the Madison A. and Lila Self Engineering Leadership Fellows Program (the “SELF Program”) is to develop passionate engineering and computer science graduates who are strongly goal-oriented and who bring the business skills and vision needed to guide the technology-based corporations of tomorrow. The SELF Program will recruit, select and financially support students at the University of Kansas (the “University”) and administer to them an ongoing four-year personal development program that leads to a continuing supply of exceptional graduates at the Bachelor of Science level. By active participation in the program, the students will expand and refine their leadership, managerial, business, interpersonal, entrepreneurial, communication, and engineering skills through mentoring, coursework, seminars, and leadership opportunities. Graduates from the SELF Program will possess the personal attributes needed to become effective leaders who are motivated to make a real difference during their careers.

More information about the SELF Program can be found here: <http://engr.ku.edu/self/>.

This position is a part-time Graduate Assistant appointment. Some travel as well as occasional weekend/evening work will be required as the needs of the position demand. The courses for SELF, of which there is one for each cohort year, typically meet at 7:00AM on weekdays. Attendance at these class meetings will be required as the needs of the position demand.

50% - Administrative

- Participate in the development of and sustain/support the SELF Program by working autonomously on projects as well as in collaboration with other SELF Program staff. Projects include, for example: facilitating and planning industry site visits, planning, implementing, and evaluating relevant and timely workshops and retreats, and more.
- Maintain accurate and up-to-date Fellow records.

- Assist as needed in all application processes including the freshman process (via the Common Application, Undergraduate Admissions Application, and the SELF Web Application) and the two-year fellowship process (via the SELF webpage).
- Work with SELF Staff to develop, implement, and evaluate the annual review processes for Fellows.

40% - Student Development

- Engage students one-on-one to provide counseling, personal and professional mentoring of SELF Fellows, especially first- and second-year Fellows.
- Serve as an advisor and resource to students who are completing projects within the SELF program including SELF On The Road, SELF Service Projects, High School Design, and Capstone Projects.
- Collaborate with the Engineering and University Career Centers as needed on job search tools, resources, and strategies to develop Fellows' career development plans, including the development of a professional resume, skills in writing a cover letter, practicing interview and networking skills, and engaging with potential employers.
- Present material as an occasional guest lecturer in the cohort meetings. In collaboration with SELF Staff, identify topics consistent with the curriculum, then create material, write lesson plans, and teach leadership development courses
- Develop co-curricular opportunities to support the development of leadership, communication, business, and management skills of Fellows.
- Develop leadership programming that serves not only the SELF Fellows but which can be shared with students throughout the School of Engineering. This may include supporting engineering student groups, leveraging SELF events and resources for the benefit of all Engineering students at the University of Kansas, and the recruitment and promotion of highly regarded speakers and industry leaders.

10% - Other

- Develop recruitment materials with the Program Director and Recruitment team. This could include management of social media related to the SELF Program.
- Assist as necessary with School of Engineering events, such as New Student Orientation, Scholar Day, and Open House, plus major programs such as recruitment events, student trips, and student retreats etc., which are likely to require working some evenings and weekends.
- Other relevant duties, projects, and responsibilities as assigned by the SELF Program Director or Assistant Dean.
- Some travel may be required.

Graduate Assistants will work on consistent weekly schedule of less than 20 hours per week.

Required Qualifications:

- Enrollment in the Higher Education Graduate Program
- Ability to work a consistent weekly schedule
- Excellent communication skills, professional demeanor, patience, and ILR Level 4 or higher English as evidenced by application materials and organizational skills.

Preferred Qualifications:

- Experience in Science, Technology, Engineering, or Mathematics (STEM), or related field.
- B.A./B.S. or relevant experience in Business or related field
- Previous professional experience in a corporate or business enterprise work setting.
- Entrepreneurial experience.
- Experience in career development, corporate recruiting, and/or giving presentations.
- Exceptional interpersonal skills with demonstrated ability to work effectively, both collaboratively and independently, as evidenced by applications materials.
- Demonstrated ability to work with college students.

Contact Information to Candidates: Corey Behrens; corey.behrens@ku.edu