

Vice Provost for Undergraduate Studies (VPUGS) Grad Assistantship

About Undergraduate Studies at the University of Kansas:

Through collaboration, advocacy and innovation, Undergraduate Studies (UGS) serves as the catalyst for enhancing the quality of the undergraduate student experience at KU with an emphasis on designing academic resources and pathways that foster success for all KU students. The UGS units include the Academic Achievement and Access Center, Center for Service Learning, Center for Undergraduate Research, KU Writing Center, Office of First-Year Experience, Undergraduate Advising Center, University Career Center, Military-Affiliated Student Center, and Strategic Initiatives.

About Strategic Initiatives for Undergraduate Studies:

The Strategic Initiatives team collaborates with campus and community partners to develop, implement, assess, and communicate strategies that foster undergraduate student success. Initiatives include but are not limited to:

- The guidance and support of the Undergraduate Advising Executive Committee (UAEC) and the KU Advising Network (KUAN);
- the overarching strategy and user support of the retention technology, Jayhawk GPS;
- the KU Adidas Leadership Scholars program, and partnerships with similar undergraduate student retention initiatives;
- the concurrent enrollment program between KU and the Lawrence Public Schools; and
- representing the university through formal partnerships supporting student success, including the University Innovation Alliance (UIA).

Graduate Assistant Role Overview:

The duties of the graduate assistant (GA) for UGS will be primarily focused on supporting the Strategic Initiatives team and the Vice Provost for Undergraduate Studies. The GA will report to the Director of Strategic Initiatives and will work with various members of the staff team to support specific initiatives and/or projects. The GA will work 20 hours/week as agreed upon by the GA and Director. Occasional weekend or evening hours may be required.

Specific GA responsibilities may include:

- Help the UGS Financial Retention Coordinator with communication, outreach, and research related to initiatives designed to support financial student success.
- Provide support to Adidas Leadership Scholars Program Coordinator on research projects and program development related to first-generation and Pell-eligible students.
- Assist the UGS Retention Technologies Coordinator with Jayhawk GPS support outreach opportunities for training product users (i.e. faculty, students, and staff) including but not limited to workshops, online resources, website updates, and training manual development.
- Collaborate with the Director in supporting the KU Advising Network including attendance at Chairs meetings and KUAN events.

- Coordinate the monthly UGS staff newsletter.
- Participate in brainstorming activities with the Strategic Initiatives team related to projects or initiatives.
- Work with the Director and VP to plan, implement, and assess the monthly UGS GA Professional Development Series.
- Assist the Director with event preparation and planning for key meetings with internal and external partners.
- Research current market trends which impact higher education and student development techniques and practices.
- Participate in monthly Strategic Initiatives staff meetings, UGS All-Staff meetings and professional development, and reoccurring one-on-one meetings with the Director.
- Other duties as assigned by the VP, Director, or Strategic Initiatives staff