Center for Civic and Social Responsibility (CCSR)

**Position Title:** Graduate Assistant  
**FTE:** 0.5 graduate assistantship (GA)  
**Supervisor:** John Augusto, Director

**POSITION DESCRIPTION:**
The mission of the Center for Civic and Social Responsibility (CCSR) is to make civic and social responsibility a priority and core focus at the University of Kansas, where civic responsibility is defined as intentional involvement in shared efforts to enhance the common good, and social responsibility is defined as developing self-awareness, concern for others, and the ability to act for the purpose of the common good. The graduate assistant will work with the Center staff to support its efforts as the advising office for KU Alternative Breaks and the Center for Community Outreach; outreach to KU students about completing service as a part of their KU experience; and assist the Center to further develop its co-curricular programs.

**Primary Responsibilities:**

- **Leadership Development – 40%**  
  - Assist CCSR staff in advising and training student leaders in the Center for Community Outreach and Alternative Breaks.  
  - Develop training, programs, and long-term transition planning materials for the Center for Community Outreach and Alternative Breaks.

- **Student Outreach – 30%**  
  - Assist in coordination of CCSR social media efforts and website.  
  - Represent the CCSR at student outreach events.  
  - Assist in development of CCSR Student Ambassador program.

- **Curriculum Development – 20%**  
  - Assist in the creation of an academic course designed to complement co-curricular service experiences at KU.

- **Other Duties as Assigned – 10%**

**REQUIRED APPLICATION MATERIALS:** Please include both a resume and a cover letter stating interest and qualifications.

**Required Qualifications:**
- A University of Kansas graduate student enrolled in the higher education administration master’s degree program.
- Demonstrated computer competency (Office, Outlook, databases, web skills).
- Must have a flexible schedule and be available to work evening and weekends if needed.

**Preferred Qualifications:**
- Ability to work collaboratively.
- Strong written and oral presentation skills.
- Background (academic and/or previous work experience) in service and/or community engagement.