The KU Academic Accelerator Program (KU AAP), a partnership between the University of Kansas and Shorelight Education, is an intensive first-year experience program for international students combining English language instruction with KU core courses while providing co-curricular, extra-curricular, and acculturation support.

**General:** The Higher Education Graduate Assistant will primarily assist the Student Services Director and student services team in the KUAAP with orientation program planning and implementation, as well as training of student orientation staff. The GA will also collaborate with KUAAP staff in developing programs to foster holistic development in support of students’ academic, social, and cultural transition to life in Lawrence and at KU.

**Responsibilities include but are not limited to the following:**

1. Assist with the development and planning of the KUAAP programs for fall, spring, and summer International Student Orientations.
2. Assist in the recruitment, selection, and training of KUAAP student orientation staff.
3. Assist with the pre-arrival processes including gathering flight information, arranging airport transfers, and organizing the airport welcome for students.
4. Assist with the creation and maintenance of online modules.
5. Assist in the development and promotion of programs and activities aimed to increase student success, acculturation, and retention.
6. Participate in KUAAP staff meetings and training.
7. Assume special assignments and other duties as designated by the Managing Director, Student Services Director, or Assistant Student Services Director in the KUAAP.

**Required Qualifications:**

1. Enrollment in KU for 2016-2017 as a graduate student in good standing.
2. Ability to work hours that complement the work schedule of current staff and peak times in the KUAAP.

**Preferred Qualifications:**

1. Previous experience with orientation or related student affairs programs.
2. Previous experience working with international students or experience living and/or working abroad.
3. Previous experience with program planning.
4. Demonstrated ability to organize information and schedule activities.
5. Demonstrated verbal and written communication skills.
6. Demonstrated ability to work independently.

**Hours:** 50% time per week during academic year

**Start Date:** TBD (summer 2016 preferred)

**Salary:** TBD

**Contact:** John Dahlstrand, Student Services Director, KUAAP