The University of Kansas
Office of Multicultural Affairs
Graduate Assistant Emphasis on Kauffman Scholars Program
Position Description

The Office of Multicultural Affairs (OMA) provides programs and services specifically designed to assist in the recruitment, retention and graduation of students of color. One of the components of the OMA is promoting multicultural education programming for the KU community. The Graduate Assistant will work in the development and coordination of multicultural and diversity programs and services for the university community in conjunction with the rest of the office staff. Further, this position will require the graduate intern to have a specific focus on the Kauffman Scholars attending the University of Kansas. The goal of the Kauffman Scholars program is to increase the number of college graduates from the urban school districts of Kansas City, Missouri and Kansas City, Kansas. Kauffman Scholars will accomplish this by working with large cohorts of students and their families for ten years, starting when the students are in the seventh grade and continuing through college.

Responsibilities of the Graduate Intern with an emphasis on the Kauffman Scholars Program include but are not limited to the following:

- Monitor and track Scholar progression towards baccalaureate degree with the help of KU officials and the Kauffman Foundation.
- Serve as one of the primary campus contacts for Scholars and KSI Administration along with the Associate Director of Academic Enrichment
- Plan and develop academic and social programs for Scholars
- Conduct regular one on one meetings with Scholars
- Coordinate group activities to foster a sense of community
- Compile and submit Scholar status reports to KSI Administration
- Connect Scholars to campus support resources
- Ensure Scholars are in compliance with all KSI and institutional requirements (e.g. FERPA, Verification, SAP)
- Serve on the Kauffman Scholar Advisory Board
- Oversee the Scholars involvement in the Hawk Link
- Assist the Office of Admissions and Scholarships with Kauffman Visit Days and Outreach programs
- Other duties as assigned

Responsibilities of all Graduate Interns include but are not limited to the following:

- Plan and develop programs for the Office of Multicultural Affairs.
- Assist with the recruitment and retention of students of color
- Work as a liaison for student organizations to encourage attendance at cultural activities and programs on campus.
- Serve as a referral and resource person to student organizations and campus groups regarding issues of multiculturalism.
- Assist in the development of procedures to initiate and maintain contacts with ethnic minority students.
- Oversee resource room materials and lending library.
- Assess programs, traffic patterns and materials checkout.

Required qualifications:

- KU graduate student enrolled and in good academic standing in the Educational Leadership and Policy Studies master’s degree program for the 2015-2016 academic year.
- Willingness to support diversity and multicultural issues.
- Demonstrates communication, presentation and organization skills.
Preferred qualifications:
- Previous experience in event planning and multicultural issues.
- Experience with grant/proposal writing.

Length of appointment:
August – May for 20 hours per week (a preference to a summer start in late May)
Specific dates will be worked out with the individual supervisor.

Compensation:
$490.00 (1st Years) or $500 (2nd Years) biweekly, minimum 20 hours per week

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status and parental status.