

Position: Graduate Assistant – Student Engagement Coordinator

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application),
6. Applicants must be eligible to work in the United States,
7. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications received by June 7, 2026, will be given priority. Applications will continue to be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- If the applicant advances to the interview process, you will be notified. No phone calls, please.
- The position begins July 1, 2026.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Position Title: Student Engagement Coordinator (Graduate Assistant) – Important note: GA positions are only available to qualified graduate applicants and are subject to the conditions found in the GA program Addendum, which follows this description.

Operating Group's Purpose and Major Responsibilities: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

Positions Department: Campus Recreation, Residence Life

Positions Direct Supervisor: Assistant Vice President of Student Engagement and Success

Positions Employment Status: Part-Time, Staff, Exempt (Teaching Duties Exemption), At-will

Job's Salary or Salary Range: \$10,000 for 10 contract months or \$12,000 for 12 months

Position Summary

The Student Engagement Coordinator (Graduate Assistant) is responsible for supporting student engagement initiatives through the planning, coordination, and supervision of campus activities, intramural programs, and residence life initiatives. This live-in position emphasizes student development, leadership growth, community engagement, and the creation of an inclusive, vibrant campus environment aligned with Kansas Wesleyan University's mission.

Key Working Relationships

- Student Development Office staff
- Resident Assistants (RAs) and student leaders
- Coyote Activities Board (CAB) members and assistants
- Student Government Association (SGA)
- Students, faculty, staff, alumni, and community members

Supervisory & Budget Responsibilities

- **Staff Authority:** Supervision and support of CAB assistant and student leaders
- **Budget Authority:** None

Work Environment & Conditions

- Work is performed in office settings, residence halls, campus facilities, and event venues
- Approximately 20% of time spent in a temperature-controlled office environment and 80% at events and student activities
- Frequent evening and weekend work required to support student programming and campus events
- Live-in position within university housing

Work Schedule

This is a part-time Graduate Assistant position limited to 1,380 hours annually. The work schedule is flexible and varies significantly based on:

- Campus events and activities
- Residence life responsibilities and duty schedules
- Intramural programming and student engagement initiatives
- Evening and weekend programming needs

Travel Requirements

- Occasional travel to off-campus events, venues, and activities

Essential Duties & Responsibilities

1. Campus Events & Student Engagement

- Plan and execute a variety of social, educational, and co-curricular activities and programs
- Collaborate with the Student Government Association (SGA), Residence Life, and other campus organizations to coordinate student engagement opportunities
- Recruit, train, supervise, and support Coyote Activities Board (CAB) assistants
- Teach and mentor CAB students in planning, implementing, and managing successful campus events and activities
- Support and advise students participating in the Intramural Activity Board
- Plan and coordinate a comprehensive intramural activities schedule
- Foster an inclusive, engaging, and student-centered campus community
- Provide students with administrative and personal support related to campus involvement and community living

2. Recruiting

- Serve as a collaborative member of the Student Development Office
- Assist with residence hall support and communal living education
- Promote a safe, welcoming, and positive residential environment
- Support departmental initiatives, meetings, and student development efforts

3. Administration

- Attend departmental meetings and contribute to office initiatives and goals
- Assist with the implementation of campus-wide programs and student development projects
- Maintain professionalism and uphold university policies and expectations
- Perform other duties as assigned by the supervisor

Performance Measures & Expectations: Performance will be evaluated based on the following:

Education

- **Required:** Bachelor's degree with qualifications for admission to the MBA program (minimum 3.00 GPA)

Certifications & Licenses

- **Required:** Valid Driver's license
- **Preferred:** First Aid/CPR certification

Experience

- **Required:** Minimum of one year of experience (or equivalent internship experience) in student activities, residence life, or related field experience with recruiting
- **Preferred:** Experience planning student events and supervising student leaders

Key Competencies

- Strong communication and organizational skills
- Ability to prioritize and manage multiple responsibilities and projects
- Demonstrated leadership and student engagement abilities
- Commitment to fostering an inclusive and student-centered campus environment
- Ability to learn and apply university policies and procedures effectively
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Teamwork and collaboration skills
- Event planning and program management abilities
- Commitment to the mission and vision of Kansas Wesleyan University
- Ability to work effectively within a diverse campus community



ADDENDUM TO THE EMPLOYMENT OFFER LETTER

Graduate Assistant, 10 or 12 months

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs to provide those students with relevant, real-life work experience as they pursue their master's degree. The Graduate Assistant Program funds one course per 8-week term during the fall and spring semesters (two eight-week terms each), and one course during the eight-week summer semester. The GA/student is responsible for progressing toward successful completion of the master's degree by being enrolled in one course during each eight-week each term.
2. **However, if the Graduate Assistant is participating in a sport, the GA will not receive tuition remission until the semester following season of said sport. Example, sport season is active through partial/full semester (fall, spring, or summer), tuition remission will start the beginning of the next full semester.**
3. To be employed and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be **enrolled in**, and **successfully completing** a Master's program at KWU. **This addendum is not a contract. If you resign at any time within the 24-month time frame that is established to complete the MBA program, compensation will stop at the date of resignation, and tuition remission benefits will stop at the end of the current course section.**
4. The GA will be required to accomplish the following with respect to his or her master's program ("Program") at KWU:
 1. Attend classes regularly, unless an "excused absence" is obtained in compliance with university standards.
 2. Conduct (personal demeanor and behavior) themselves in the Program and in their employment as a positive example to, and role model for, undergraduate students, athletes, and activity participants.
 3. Receive no final grade lower than a C in any course, remain in "good standing" at the university pursuant to its published policies, always maintain the required GPA for continuing graduate students at the university, and otherwise remain in compliance with all university requirements for graduation.
 4. Be enrolled in one course during each eight-week term during the year.
5. No courses in the Program where a grade of C or better has been earned may be retaken for a better grade; any course retaken pursuant to the appeals provisions of section 5 below will be at the sole cost and expense of the GA.
6. Receiving a final grade lower than a C in any course during the Program will result in immediate notice of dismissal as a GA by your department supervisor.

Within fifteen (15) days of receipt of such notice, the GA may submit a written appeal of the dismissal for extenuating and extraordinary circumstances to their department supervisor who will consider the appeal and communicate a decision regarding reinstatement, in writing to the GA and the Provost, within thirty (30) days of their receipt of the appeal, subject to review by the Provost, as described below.

If a decision is made by the department supervisor to reinstate the GA in the GA Program, this decision will be communicated to the provost within the required thirty (30) day period. The provost has the authority to override the decision if they determine that the GA is not making satisfactory progress toward a Master's Degree or is not likely to succeed academically in completing the Program as required in this Addendum; any such reversal by the Provost will be final and non-appealable and will be communicated in writing to the GA within fifteen (15) days of the provost's receipt of the department supervisor's reinstatement decision. With the written approval of the provost, in their sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at the GA's own expense. GA's will continue to be employed at KWU pending the final disposition of any authorized appeal.

Time is of the essence with respect to all matters in this Section 5. Failure to act within the required time period will be interpreted against the party obligated to act and in favor of the non-obligated party.

7. The Graduate Assistant as a student employee:

1. Will reside in Salina while employed in the Graduate Assistant Program.
2. All GA's (domestic or international students) may purchase qualifying medical insurance. If the GA does not have medical insurance, it is available to purchase this insurance through the university at the current rate of \$3,417.00. This rate is current for the 2026-2027 academic year, August 1, 2026, through July 31, 2027.
3. Will be provided with a job description and be expected to perform the duties and responsibilities as outlined in that job description, including additional duties and responsibilities as assigned by their department supervisor.
4. Will be assigned office space for the performance of their duties and responsibilities.
5. Will have at least two weeks off annually and their department supervisor will determine and schedule time-off in accordance with university and GA needs (applies to 12-month GA).
6. In addition, the summer can be a time for the GA to get a more substantial job in Salina, but the GA must plan to spend at least 20 hours each week working for the university (applies to 12-month GA).
7. If the student does take an extended leave during the summer months, it must be approved by the GA's department supervisor and the monthly stipend is suspended for that time. The department supervisor is responsible for reporting that information to HR. It is preferred that the student remains in Salina and fulfils his or her obligations.