



Graduate Assistant

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College seeks a part-time Graduate Assistant for the Student Life Office. The Graduate Assistant will work with student activities and serve as a live-in Resident Director. Primary duties include:

- Assisting with developing, scheduling, and managing activities for students.
- Supporting the functions of Greek Life.
- Providing office support to the Student Life Office and assisting with summer camps.
- Supervising student resident assistants.
- Administering the assigned residence hall, including maintaining occupancy records, supervising check-ins and check-outs, managing maintenance requests, etc.
- Participating in the rotating, on-call staff.
- Serving as a positive role model and being easily accessible to students.

Required qualifications include enrollment in a graduate program in Student Affairs, counseling, or a related program; a bachelor's degree; and knowledge and experience of the residential experience at a college or university. Excellent communication skills and the ability to relate to a variety of people are also required.

Compensation is an hourly wage as well as a partially furnished apartment with paid utilities, free internet and cable TV, free laundry facilities, reserved parking on campus, and a full meal plan when the College is in session and the dining hall is operational. A spouse/partner is welcome. Small pets are negotiable.

Application Process

Please submit a cover letter, resume, and the contact information for three references to Cindy Sublett in Human Resources at csublett@kwc.edu. Applicants will receive an email confirming receipt of materials. Kentucky Wesleyan College is an equal opportunity employer.

Review of application materials will begin immediately and will continue until the position is filled. A background check will be required of the successful candidate. The College will not sponsor applicants for work visas.

Additional Information

Suggested Websites

Additional information about Kentucky Wesleyan College, the Panthers, and the Owensboro community may be found at:

- <https://www.kwc.edu/>
- <http://www.kwcpanthers.com/>
- <http://www.owensboro.org/>
- <http://edc.owensboro.com>
- <http://www.owensboromls.com/>

About Kentucky Wesleyan College

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Currently, 667 students from 23 states and 7 countries are enrolled.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

About Owensboro, KY

Kentucky Wesleyan College is located in the hospitable city of Owensboro, Kentucky, a vibrant, beautiful, and safe city on the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually available in much larger cities. Daviess County is home almost 100,000 residents and is easily accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Downtown Owensboro boasts the new Owensboro Convention Center, a 92,000 square foot multi-purpose facility; the RiverPark Center, a world class entertainment venue; the International

Bluegrass Music Museum; and Smothers Park, a stunning waterfront masterpiece with a waterfall, unique playground, and fountains.

With more than 20 annual celebrations, including the International Bar-B-Q Festival, Owensboro is known as Kentucky's Festival City. Owensboro also has received several awards recognizing various positive aspects of the city, including the Top 100 Best Small Cities in the Nation (2015), the Best-Performing Cities (2016), and the All-American City Award (2013).