UMKC’s Student Affairs and Enrollment Management Division has a variety of opportunities for graduate students who want to gain practical experience in an urban campus environment. The Division seeks to enhance students’ experiences at UMKC by providing vital co-curricular programs and support services that help students reach their academic goals. The Division of Student Affairs and Enrollment Management offers several, 10 and 12-month graduate assistantships.

**Qualifications**
Graduate assistants must be enrolled in a minimum of 9 credit hours graduate study at UMKC. They must remain in good academic standing throughout the assistantship. Each department may require specific skills and further qualifications.

Graduate assistants are hired for 10 or 12 months of employment at approximately 20 hours per week. Certain assistantships do require students to work in the evenings and weekends. Graduate Assistants are paid during student vacation periods and are expected to be available for work. Their academic careers are a priority and work schedules are set accordingly.

**Benefits**
Graduate Assistants receive an education fee remission for three credit hours for the fall and spring semesters, as well as a monthly stipend.

**How to Apply for Graduate Assistantships**
1. Request an application from:
   Office of the Vice Chancellor for Student Affairs and Enrollment Management
   336 Administrative Center
   University of Missouri-Kansas City
   5115 Oak Street, Kansas City, MO 64112

   Or print from on-line at: [http://www.umkc.edu/stu-aff/student-programs.asp](http://www.umkc.edu/stu-aff/student-programs.asp)

2. Return the application, cover letter and resume along with a one-page essay describing your goals, to the above address. Preference is given to students in the Higher Education Administration program.

Application files are forwarded to the interested Student Affairs and Enrollment Management departments, who will arrange interviews as needed.