

## **Coordinator of online programs and marketing:**

### **Position Description**

This is a full-time, 9 month, term position with a possible additional 4 weeks of work and salary when needed by the agency. This staff member will coordinate all of our online programs and assist with the advertising/marketing of our agency's services. Examples of the organizational and creative tasks are as follows:

- Be a member of the CS Outreach Team to assist in marketing current programs and creating new programs with the Team;
- Manage the online enrollment of students for the CS online programs
- Manage the specific operation of the University Life Café website by
  - Maintaining connections with university's internet technology offices to assure the functioning of the website
  - Supervising the graduate assistant/assistant coordinator
  - Facilitating the student advisory committee
  - Being a member of the Web sites Committee to facilitate updates/revisions and coordination of the sites as needed

### **Minimum requirements:**

- Bachelor's degree in areas such as: Adult and Continuing Education, Curriculum & Instruction with emphasis on design and online learning; College Student Development; Nonviolence Studies; Human Services, etc.
- Experience with designing, managing, and providing online/web-based outreach programs/classes. Candidates must present documented evidence of specialization training and/or experience
- Awareness of and comfort with online educational technology
- Be committed to the maintenance of confidentiality of materials/information as necessary in this agency
- Be committed to a proactive student development perspective involving an active relationship with the campus community
- Be team-oriented, "user-friendly" to our staff, students and the university community
- have the ability to handle spontaneous work demands while undertaking projects that require advance planning,
- Possess a strong work ethic and a willingness to collaborate,
- Be multi-culturally competent, possessing the ability and skills to work with diverse populations (ethnic, LGBTQ, gender, disability, etc.),
- Have proficiency in oral and written communication skills and leading group discussions,
- Demonstrate a commitment to a developmental philosophy toward both clients and trainees, and
- Be available and willing to attend occasional evening or weekend activities.

### **Desired Qualifications:**

1. Master's degree in areas such as: Adult & Cont. Ed., Curriculum & Instruction – design and online learning, etc.
2. Two or more years work experience with a minimum of one year in a college or university

setting

3. Ability to utilize statistical software programs for data analysis.

## **Salary Competitive and Commensurate with Experience \$38,500-45,000**

### **Setting**

Kansas State University Counseling Services is a comprehensive counseling service located in a comfortable, attractive facility. We have an interdisciplinary staff of 20 people including counselors, a MFT therapist, psychologists, and psychology interns. We are an APA accredited training site for pre-doctoral psychology interns and a practicum site for students in the MFT program at K-State. The service includes an alcohol and other drug prevention program, a stress management/biofeedback laboratory, and a career development program that includes credit classes. The mission of the service is to support the educational goals of students through the process of decision-making, crisis intervention, and personal skill building. Education and prevention are a major part of the agency purpose. See our website at <http://www.k-state.edu/counseling> and our online community at <http://www.universitylifecafe.k-state.edu>

Kansas State University is a land grant institution of 24,000 students in Manhattan, KS a city of 50,000 in the beautiful Kansas Flint Hills. There are abundant recreational, cultural and educational activities in the area. [Find out more about K-State and the Manhattan area.](#)

Kansas State University is an equal opportunity employer. Background check is required.

Review of applications will begin **February 20, 2012** and will continue until position filled. Expected beginning date for the position is August 5, 2012 (negotiable).

Applicants should submit a letter of application; vita including the names, addresses and telephone numbers of three references; and have three letters of reference sent to:

Brenda Schoendaller  
Accountant/Personnel Specialist  
Counseling Services  
Kansas State University  
232 English/Counseling  
Services Bldg.  
Manhattan, KS 66506  
Phone: 785-532-6927  
[e-mail: brendak@ksu.edu](mailto:brendak@ksu.edu)