**Graduate Assistant Position with K-State First, the University’s First-Year Experience Program**

**January – July 2017**

The K-State First Graduate Assistant (GA) provides essential support to the CAT Community program and the students and Learning Assistants in the CAT Community program The GA also works as an important part of the K-State First team to provide an outstanding first-year experience to new students. For more information about K-State First, please check us out online at [www.ksu.edu/first](http://www.ksu.edu/first) . This is a half-time (20 hours/week) GA for 12 months. It is student services position, not a (GRA) research position.

**Assistantship includes:**

* $6,450 stipend for six months / $1,075 month
* Eligibility for in-state tuition rates (but not a tuition waiver)
* Health insurance

**Qualifications:**

* Bachelor’s degree
* Enrollment as a current graduate student at Kansas State University
* Strong interest in working with first-year undergraduate students
* Excellent written and spoken communications skills with diverse audiences
* Fundamental computer skills (including Microsoft Office 365, Outlook, etc.)
* Dependability and initiative
* Ability to be professional and courteous in interactions with students, faculty, staff, families, and alumni
* Ability to work occasional nights and weekends, when first year-student events are scheduled then

**Responsibilities:**

* Provide support and mentoring for students and Learning Assistants in the CAT Communities
* Help with recruitment efforts for the CAT Communities
* Provide students with support in applying for financial aid for the Summer CAT Community Program
* Help LAs organize spring field trips and co-curricular events
* Provide support to the K-State First Learning Assistant Coordinator
* Organize and host one Beyond the Classroom event in the spring
* Assist K-State First during April and June Orientation and Enrollment
* Provide support to the faculty leaders and Learning Assistant in the Summer CAT Community Program
* Other duties as assigned by the Director of K-State First

**Application Process**

Send a “General Graduate Assistant Application” ***or*** a letter of application along with a resume and contact information for three references to: Dr. Gregory Eiselein, Director, K-State First, 008 Leasure Hall, Kansas State University, Manhattan, KS 66506. (785) 532-1501. Kansas State University is an EOE of individuals with disabilities and protected veterans and actively seeks diversity among its employees.